



Hourly/Student Pay Rate Schedule

Effective April 2, 2018

Minimum wage adjusted (from \$11.00 to \$11.50)

In determining which job classification and pay rate to use, consider the type and relative complexity of the work to be performed; level of responsibility to be assigned; background of technical training and/or experience required; and the training, experience, and overall skill level of the person to be employed.

Hourly Position Classification	Hourly Rate	General Job Specifications	Position titles in this category includes, but is not limited to the equivalent of the following job titles:
Non-Permanent Hourly 1 And Students	\$11.50 to \$13.50	General Positions at this level perform functions of an entry level, semi-routine and repetitive nature and involve a lower degree of responsibility and judgment by the employee. The typical duties would require some knowledge or skill with experience.	Athletic Stats Keeper, Check Stand Operator, Driver Small Van, Field Maintenance Assistant, Laborer, Maintenance Aide, Peer Tutor, Tutor Level 1 & 2, Reader, Security Assistant, Technology Tutor, Youth Employee (ages 14-16).
Non-Permanent Hourly 2 And Students	\$12.00 to \$15.50	Technical/Paraprofessional Positions at this level perform varied and moderately complex duties which require a moderate degree of responsibility and independent judgment. The typical duties would include those which provide assistance in registration, admissions, financial aid, business office, administrative offices, and areas where special assistance of a temporary nature is needed.	Cashier (1&2), Custodian (1&2), Driver (large Van, CDL Licensed), Early Childhood Program Specialist 1, Facilities Attendant, Field Maintenance Specialist, Fiscal Technician (1&2), Food Service Worker, Grounds & Nursery Services Specialist 1, Laboratory Tech 1, Library & Archives Paraprofessional 1, Office Assistant (1,2,3), Program Assistant, Professional Tutor, Tutor Level 3, Secretary, Secretary Senior.
Non-Permanent Hourly 3 (Hourly Only)	\$14.00 to \$17.50	Professional Positions at this level perform duties which require a substantial degree of responsibility and independent judgment. The duties of these positions require awareness of departmental/division programs, as well as internal office procedures, to facilitate coordination of work within the unit. Skilled clerical, photography, security, instructional aide, graphics and general maintenance are the broad areas included in this category.	Conference Coordinator 3, Early Childhood Specialist 2, Graphic Designer/Illustrator, Information Technology Technician 1, Instruction & Classroom Support Technician (1,2), Media Technology Specialist, Program Coordinator, TRC Instructional Technology Facilitator, TRC Website Facilitator
Non-Permanent Hourly 4 (Hourly Only)	\$17.50 and above	Highly Specialized** Positions at this level require managerial or special skills. This includes positions requiring any combination of the following: a high degree of fiscal management, staff management, resource allocation, or responsibility for college liability.	Job Developers, Interpreters, Project Coordinator **Positions require Division Vice President signature on the PAF.

Exceptions by VP approval.

1. As a general rule, part-time hourly employees should not be assigned to lead or supervisory job positions.
2. Pay increases may not be more frequent than once per year. The effective date for all pay increases must be on the first day of the pay period (either 1st of month or 16th of month). Increases should remain within the classification range and should be no more than \$0.50/hour, in increments of \$0.25.
3. As of January 1, 2018, all hourly employees (including students) earn one hour of sick leave for every 40 hours worked. Sick leave hours are tracked in the Time and Leave Reporting (TLR) system.