



# Hourly Pay Rate Schedule

**Effective January 1, 2017**

**Minimum wage adjusted (from \$9.47 to \$11.00)**

In determining which job classification and hourly 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 non-Permanent (Part Time) Hourly person to be employed.

Job Title / Classification	Hourly Rate	General Job Specifications	Position titles in this category includes, but is not limited to the equivalent of the following job titles:
<b>Non-Permanent Hourly 1</b>	<b>\$11.00</b> to \$11.25	<b>General</b> 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, Reader, Security Assistant, Technology Tutor, Youth Employee (ages 14-16).
<b>Non-Permanent Hourly 2</b>	<b>\$11.00</b> to \$13.75	<b>Technical/Paraprofessional</b> 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 Helper, Laboratory Tech 1, Library & Archives Paraprofessional 1, Office Assistant (1,2,3), Program Assistant, Professional Tutor, Retail Clerk 1, Secretary, Secretary Senior.
<b>Non-Permanent Hourly 3</b>	\$13.00 to \$16.25	<b>Professional</b> 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 (1,2,3), Media Technology Specialist, Program Coordinator, TRC Instructional Technology Facilitator, TRC Website Facilitator
<b>Non-Permanent Hourly 4</b>	\$16.50 and above	<b>Highly Specialized</b> 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 <b>**Positions require the signature approval of the Vice President of the division on the PAF. **</b>

### Exceptions by VP approval.

- As a general rule, part-time hourly employees should not be assigned to lead or supervisory classes.
- Pay increases may not be more frequent than once per fiscal year. The effective date for all pay increases must be on the first day of the pay period (either 1<sup>st</sup> of month or 16<sup>th</sup> of month).
- Pay increases may be approved anywhere within the range and will be no more than \$0.50/hour, in increments of \$0.25.