



# **FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS**

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**I. Overview**

This document provides pay guidelines for part-time jobs. By definition, a part-time job is a job which typically requires less than 25 hours per week. A full-time employee may work one or more part-time jobs outside of the work hours of their full-time job.

**II. General Guidelines for Part-Time Jobs**

**Position Posting Requirements and New Hire Documentation**

All employees must be hired into at least one job code. All part-time positions must be posted in HCM. The posting must include the standard work hours or weekly work hours. It is the hiring department's responsibility to ensure the candidate meets the minimum qualifications of the job, including proof of required licenses and/or certifications.

A new hire packet must be completed on or before the first day of employment and kept on file at the local HR office. By federal law, Section One of the Form I-9 must be completed no later than the first day of paid work, but no sooner than when the employee accepts the job offer. Section Two of Form I-9 must be completed within three business days of the first day of paid work.

**Position Numbers**

All employees must be assigned a minimum of one position number in order to receive pay.

**Job Codes**

Some job codes included in the tables require employee time entries in HCM be made in order to receive pay for each job. When an employee does not have a positioned or primary job, the employee *must* be hired into a position using one of the job codes listed below in order to be paid for reported hours. Additional hours at the same campus can be reported by entering the account code string for the course(s).

**Hiring Minors**

The Fair Labors Standards Act permits employers to hire individuals ages 16 and 17 years to work in any job not prohibited by the U.S. Department of Labor. Among prohibited jobs are jobs requiring motor vehicle driving or use of select power-driven machines such as woodworking machines, meat slicers, and batter mixers.

Background checks for minors require parental consent.

**Minimum Wage**

All temporary part time hourly positions are subject to Arizona's state minimum wage. Proposition 206, the Fair Wages and Healthy Families Act (the "Act"), gives the Industrial Commission of Arizona authority to enforce and implement the Act's minimum wage and earned paid sick time requirements. The current minimum wage rate can be found on the Industrial Commission of Arizona website.

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**Weekly Hours Limitation**

Part-time employees (including adjunct faculty) may work up to a maximum of 25 hours per week except during seasonal busy periods (i.e. Peak Weeks). During Peak Weeks, a part-time employee may work up to 40 hours per week depending upon work availability. The typical ten (10) Peak Weeks of the year are shown in the table. Individual adaptation at the colleges is permitted provided that the number of peak weeks for any employee does not exceed ten within a 12-month period.

<b>Season</b>	<b># Weeks</b>	<b>Explanation</b>	<b>Payroll Dates</b>
Fall Enrollment	6	4 weeks prior to the start of classes 2 weeks after the start of classes.	7/22/23 to 7/28/23 7/29/23 to 8/4/23 8/5/23 to 8/11/23 8/12/23 to 8/18/23 8/19/23 to 8/25/23 8/26/23 to 9/1/23
Spring Enrollment	4	2 weeks prior to the start of classes 2 weeks after the start of classes	12/30/23 to 1/5/24 1/6/24 to 1/12/24 1/13/24 to 1/19/24 1/20/24 to 1/26/24

**Earned Paid Sick Time for Part Time Hourly Employees**

The Fair Wages and Health Families Act (the “Act”) established earned paid sick time for part-time hourly employees. The following language is derived from the Act and current administrative rules found in Title 20, Chapter 5, Article 12 of the Arizona Administrative Code. Employees are entitled to accrue a minimum of 1 hour of earned paid sick time for every 30 hours worked, but employees are not entitled to accrue or use more than 40 hours of earned paid sick time per year. Earned paid sick time is leave time that’s compensated at the same hourly rate (but not less than the minimum wage) that an employee receives for the work hours during which earned paid sick time is used. For more information regarding this state regulated benefit, visit the Industrial Commission of Arizona website. For information on using sick time in HCM, including allowable reasons for the use of sick time, please contact your local HR Office. For information on leave balances and recording the use of sick time in HCM, please refer to the Quick Reference Guides in the Employee Learn Center under Resources.

**Retirement Contribution Deductions**

Part-time employees who work at least 20.0 hours per week for 20 or more weeks per fiscal year are eligible to participate in the Arizona State Retirement System (ASRS) and will have retirement contributions deducted from their earnings.

If the standard hours for the position are 20.0 hours or more per week and the duration of the job is 20 or more weeks,

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retirement contributions will be deducted for the duration of the job. If the standard hours for the position are less than 20.0 hours per week or the job has an irregular, intermittent work schedule, retirement contribution deductions will begin on the 20th week in which the employee has worked at least 20 hours or more per week in the fiscal year. The 20th week of the fiscal year typically occurs around November 18. Once an employee becomes eligible for ASRS, their eligibility continues at least through the fiscal year and contributions will be deducted from all earnings while they are eligible. For part-time employees with multiple part-time jobs the total hours worked from all jobs is used in this calculation.

Student workers are not eligible for ASRS contributions.

### **Medical Benefits**

Part-time employees are not eligible for medical benefits. An employee in a part-time position who works an average of 30 or more hours per week over a 12-month measurement period will be considered full-time and will be offered medical benefits as required by the Affordable Care Act.

Former full-time employees who transition to a part-time position without serving a 26-week break in service, and whose average weekly hours over the 12-month measurement period is 30 or more will be offered medical benefits. Because the benefits costs may exceed \$17,680, the decision to rehire a former full-time employee into a part-time position without a 26-week break in service should be made in consultation with local HR and executive leadership. The decision to rehire a former full time employee without a 26-week break in service should be the exception and in direct response to a critical business need. Additionally, any College or department that decides to rehire a former full-time employee will be responsible for the cost of medical benefits.

### **Pay Rates**

Each part-time job identified in this document has a specified pay range.

### **Increasing Part-Time Employee Pay Rates During the Fiscal Year**

Pay rates of current part-time employees may be adjusted as needed at the local colleges within the pay ranges specified in this document. To remain market competitive and attract needed talent to address critical business needs such pay rate changes should be part of an overall pay strategy, based on job duties, and approved by local HR and the Vice President of Administrative Services. Whenever possible, hourly pay rates for part-time versions of full-time job classifications should be paid comparably. Effort should be made to achieve internal pay equity by paying comparably experienced employees comparable pay rates. District HR Compensation is available to consult with colleges intending to increase the pay rate of one or more part-time employees during the fiscal year to help ensure market alignment and internal pay equity. District HR Compensation shall be the official source for market pay data. These changes are funded locally and not out of the Strategic Compensation Plan.

Changes to part-time pay rates that are governed and funded by outside agencies may increase during the fiscal year. Notification of these rate changes will be shared with District HR Compensation.

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### Shift Differential Pay

Part-time employees working in a shift-eligible position will receive a \$0.50 per hour pay differential when working one of the following schedules:

1. *Evening Shift.* A shift that begins at or after 2:00 p.m. and ends at or before 4:00 a.m. Monday through Sunday (“evening shift”);
2. *Weekend Shift.* A shift that begins at or after 12:00 a.m. (midnight) on Friday and ends at or before 12:00 a.m. (midnight) on Sunday (“weekend shifts”).
3. *Other Shifts.* For any employee working a shift not covered by the definition of “evening shift” above who is regularly scheduled to work at least two consecutive hours beyond 5:00 p.m. or (\*6:00 p.m. when on a 4/10 schedule), a shift differential will be paid (in addition to base pay) from 5:00 p.m. (\*6:00 p.m. when on a 4/10 schedule) until the end of the employee’s shift. A minimum of two consecutive hours must be worked beyond 5:00 p.m. (\*6:00 p.m.) to qualify for this differential.

Faculty are not eligible for shift differential pay. Instructional and education support jobs are not eligible for shift differential pay.

### Overtime Pay for Full-Time Employees with a Part-Time Job

To comply with the federal government’s Fair Labor Standards Act (“FLSA”), non-exempt employees are paid an overtime rate for all actual hours worked over 40 in a workweek per Policy A-41 Salary Administration and SPM A-43 Compensable Work Time – Non-exempt Employees of the Staff Policy Manual. Temporary part time hourly paid jobs are also non-exempt and subject to the overtime regulations. An employee’s overtime rate is calculated as time-and-a-half above the base hourly pay rate (also known as “straight time”) for hours worked beyond 40 in a workweek. An employee’s straight time pay rate includes any shift differential that may be applied for purposes of calculating overtime pay.

For part-time employees, there are limitations on the total allowable hours worked per week from all jobs. Please refer to the section above, “Weekly Hours Limitation.”

Full-time non-exempt employees who work a second part-time job on a continuous basis over a period of time, are due blended overtime for hours worked over 40 in a workweek. If the full-time non-exempt employee undertakes sporadic, occasional or seasonal work for 30 days or less, solely at the employee’s option, which is in a different capacity than the capacity in which the employee is regularly employed, the overtime hours are compensated at the regular overtime rate for the position and not the blended rate. Exceptions to the prior sentence include ticket takers, chaperones, and referees related to a specific event because these occasions may be scheduled sporadically throughout the year.

A blended overtime pay rate is an hourly rate of not less than one-and-a-half times the weighted average of all non-overtime (straight time) pay rates applied during the workweek. This method for calculating overtime pay is used regardless of whether the second part-time job is exempt or non-exempt teaching work. The blended overtime rate is also applied for exempt non-teaching second jobs.

Temporary part-time hourly paid employees may receive shift differential depending on the shift hours assigned. Jobs

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not eligible for shift differential are shown in the section above, “Shift Differential Pay.”

**Volunteers**

If a manager plans to enlist the assistance of a volunteer, the manager must complete the Volunteer Service Statement and Agreement to ensure the volunteer is covered under liability. Volunteers can be provided access to our systems through the Person of Interest (POI) process. Since volunteers are not paid employees, they are not permitted to drive official vehicles. Individuals required to drive official vehicles must be set up as temporary part-time employees.

International Education volunteers may be subject to background and reference checks based on program requirements.

**Assignments Sourced from the Student Information System (SIS)**

Faculty may receive the following additional assignments sourced from the Student Information System (SIS).

<b>SIS ASSIGN TYPE</b>	<b>ASSIGNMENT TITLE</b>	<b>DESCRIPTION</b>	<b>TIME AND LABOR INFO</b>
<b>ADC</b>	Adjunct Classified <i>(This is an additional Adjunct Teaching job for a classified staff employee)</i>	Adjunct employee whose primary (or regular) job is classified staff.  <i>For example, a Student Services Manager whose primary job is not teaching.</i>	Load hour unit interface to Time and Labor  Overtime is automatically generated in Time and Labor if applicable
<b>ADJ</b>	Adjunct (Instructional)	All credit-based instructional assignments for adjunct employees during Fall, Spring or Summer  <i>(Not to be used for classified staff who are teaching as adjuncts)</i>	Load hour unit interface to Time and Labor
<b>NCN</b>	Non-Credit Instructors	Non-credit instruction (associating the class with the instructor. Time reporting and payment occurs through HCM Time and Labor)	No payment
<b>NCR</b>	Non-Credit Instructors paid through the SIS system	Non-credit instruction (weekly hours required)	Clock hour interface to Time and Labor
<b>O40</b>	Faculty Chair 40 Overload	Load hours in excess of base load hours for a Faculty Chair 40 employee	Load hour unit interface to Time and Labor
<b>RAS</b>	Reassigned Time	Reassignment of base load hours for Residential Faculty	No payment
<b>RCR</b>	Residential Core	Base hours as specified in Section 8.1 of the Faculty Agreement	N/A
<b>ROR</b>	Residential Overload	Load hours in excess of base load hours	Load hour unit interface to Time and Labor
<b>RSI</b>	Residential Service Instructional Overload	Load hours in excess of base load hours for Residential Service Faculty employees who are teaching a class	Load hour unit interface to Time and Labor

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<b>SIS ASSIGN TYPE</b>	<b>ASSIGNMENT TITLE</b>	<b>DESCRIPTION</b>	<b>TIME AND LABOR INFO</b>
<b>RSM</b>	Residential Summer  (Includes intersessions)	Instructional workload limits as specified in sections 8.1.5.2 and 8.1.5.4 of the Residential Faculty Agreement.	Load hour unit interface to Time and Labor

**Earnings Codes**

Additional earnings for an employee should be input using an earnings code.



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**III. Index of Part-Time Jobs**

When a part-time job is aligned with a full-time equivalent Staff job, a Temporary 1 to Temporary 5 position should be used with the pay rate aligning with the appropriate full-time staff salary grade (104 to 126). The **maximum** part-time pay rate is the midpoint of the full-time range. The highest and lowest allowable part-time pay rates are shown in the table.

Full-Time Job			Part-Time Job			
FT Grade	Minimum	Midpoint	PT Job Title	Job Code	Lowest Rate	Highest Rate
104	Grade 104 min	Grade 104 mid	Temp 1	4401	Minimum wage	Grade 105 midpoint
105	Grade 105 min	Grade 105 mid				
106	Grade 106 min	Grade 106 mid	Temp 2	4402	Minimum wage	Grade 111 midpoint
107	Grade 107 min	Grade 107 mid				
108	Grade 108 min	Grade 108 mid				
109	Grade 109 min	Grade 109 mid				
110	Grade 110 min	Grade 110 mid				
111	Grade 111 min	Grade 111 mid				
112	Grade 112 min	Grade 112 mid	Temp 3	4403	Grade 112 minimum	Grade 115 midpoint
113	Grade 113 min	Grade 113 mid				
114	Grade 114 min	Grade 114 mid				
115	Grade 115 min	Grade 115 mid				
116	Grade 116 min	Grade 116 mid	Temp 4	4404	Grade 116 minimum	Grade 121 midpoint
117	Grade 117 min	Grade 117 mid				
118	Grade 118 min	Grade 118 mid				
119	Grade 119 min	Grade 119 mid				
120	Grade 120 min	Grade 120 mid				
121	Grade 121 min	Grade 121 mid				
122	Grade 122 min	Grade 122 mid	Temp 5	4405	Grade 122 minimum	Grade 126 midpoint
123	Grade 123 min	Grade 123 mid				
124	Grade 124 min	Grade 124 mid				
125	Grade 125 min	Grade 125 mid				
126	Grade 126 min	Grade 126 mid				

The index of jobs on the following pages shows the job category, job title, description, job code, and earn code for part time jobs. Pay rates and additional information required to complete additional pay documents are found in the [shared google sheet](#).

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Part-time job categories include:

- Athletics and Fitness
- Disability Services
- Faculty
- Faculty Overload
- Faculty Pay for Select Activities
- Faculty Supervision
- Faculty, Adjunct
- Fine and Performing Arts
- General Temporary Jobs
- Health Programs Directors
- Instruction/Education Support
- Instructional Projects
- Leadership
- Miscellaneous
- Police
- Student Workers

CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Athletics and Fitness	Fitness Center Floor Supervisor	Oversees Fitness Center. No grading or roster management. Provides classroom management to all participants. May supervise other personnel in the Fitness Center.	4012	TMP
Athletics and Fitness	Fitness Center Orientation	Informs students of responsibilities and activities in the Fitness Center.	4006	TMP
Athletics and Fitness	Fitness Center Tech	Assists students, demonstrates proper techniques on equipment, and conducts orientation sessions.	4002	TMP
Athletics and Fitness	Fitness Center Trainer	Trains students on use of equipment, answers and student questions.	4003	TMP
Athletics and Fitness	Game Personnel	Serves as a Ticket Taker, Ticket Seller, Judge, Announcer, Scorer or Timer at games.	4011	TMP
Athletics and Fitness	Intramural Director	Provides leadership for a college intramural sports program	N/A	N/A
Athletics and Fitness	Pom/Cheer Advisor	Performs duties as Pom/Cheer techniques.	4276	PCA
Athletics and Fitness	Athletic Asst Director - Temp	Part-time Athletic Assistant Director. The full-time equivalent for this job is Athletic Assistant Director (job code 10305) at Grade 116. The maximum rate per semester is equivalent to 25 hours per week for 16 weeks at the Grade 116 midpoint rate. The minimum rate is equivalent to 1 hour at the Grade 116 minimum rate.	4274	ADA
Athletics and Fitness	Head Coach - Temp	Part-time head coach for any sport. The full-time equivalent for this job is Athletic Head Coach (job code 10310) at Grade 113. The maximum rate per semester is equivalent to 25 hours per week for 16 weeks at the Grade 113 midpoint rate. The minimum rate is equivalent to 1 hour at the Grade 113 minimum rate.	4383	HCT

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CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Athletics and Fitness	Assistant Coach - Temp	Part-time assistant coach for any sport. The full-time equivalent for this job is Athletic Assistant Coach (job code 10315) at Grade 109. The maximum rate per semester is equivalent to 25 hours per week for 16 weeks at the Grade 109 midpoint rate, The minimum rate is equivalent to 1 hour at the Grade 109 minimum rate.	4384	ACT
Athletics and Fitness	Athletic Trainer - Temp	Part-time trainer for any sport. The full-time equivalent for this job is Athletic Trainer (job code 10335) at Grade 109. The maximum rate per semester is equivalent to 25 hours per week for 16 weeks at the Grade 109 midpoint rate. The minimum rate is equivalent to 1 hour at the Grade 109 minimum rate.	4386	TOS
Athletics and Fitness	Sports Information Director - Temp	Part-time sports information director for any sport	4385	SDB
Disability Services	Communication Real Time Captionist	Communication Access Real Time Translation. Provides instantaneous translation that is "captioned" live for deaf and hard of hearing in a non-broadcast setting.	4040	TMP
Disability Services	Sign Language Interpreter AAS Degree	Arizona Generalist Licenses or Legal A, C or D. AAS Degree.	4042	TMP
Disability Services	Sign Language Interpreter BA Degree	Arizona Generalist Licenses or Legal A, C or D. BA Degree.	4043	TMP
Disability Services	Sign Language Interpreter MA Degree	Arizona Generalist Licenses or Legal A, C or D. MA Degree.	4044	TMP
Disability Services	Sign Language Interpreter No Degree	Arizona Generalist Licenses or Legal A, C or D. No Degree.	4041	TMP
Disability Services	Sign Language Interpreter Provisional B	Arizona Provisional License A, B, or D	4047	TMP
Disability Services	Sign Language Interpreter Provisional C	Arizona Provisional License C	4048	TMP
Faculty	Dual Enrollment Supervisor	Dual Enrollment Instructor Supervision (per instructor)	N/A	DEN
Faculty	Eval Dual Enrollment Instructor	Dual Enrollment Instructor Evaluation (per evaluation)	4390	EDE
Faculty	Prorated Extended Residential Faculty Contracts	Annual base salary divided by 39 weeks.	N/A	EXT
Faculty	Substitute Pay	Use if this is the ONLY position for the employee at your college	4028	SBD / SBE
Faculty Overload	Faculty Chair 40 Instructional Overload (Fall/Spring) - Tier 2 (Probationary). HCM description "Instruct Overload - Chair 40".	Academic year teaching overload pay rate for Probationary Faculty Chair 40 employees	4293	ROL
Faculty Overload	Faculty Chair 40 Instructional Overload (Fall/Spring) - Tier 3 (Appointive). HCM description "Instruct Overload - Chair 40".	Academic year teaching overload pay rate for Appointive Faculty Chair 40 employees	4293	ROL

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CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Faculty Overload	OSO/OYO Instructional Faculty Teaching Overload (Fall/Spring) - Adjunct Tier 1. HCM description "OSO OYO Instructional Overload".	Academic year teaching overload pay rate for OSO/OYO Instructional Faculty - Adjunct Tier 1	4294	ROL
Faculty Overload	OSO/OYO Instructional Faculty Teaching Overload (Fall/Spring) - Adjunct Tier 2. HCM description "OSO OYO Instructional Overload".	Academic year teaching overload pay rate for OSO/OYO Instructional Faculty - Adjunct Tier 2	4294	ROL
Faculty Overload	OSO/OYO Instructional Faculty Teaching Overload (Fall/Spring) - Adjunct Tier 3, HCM description "OSO OYO Instructional Overload".	Academic year teaching overload pay rate for OSO/OYO Instructional Faculty - Adjunct Tier 3	4294	ROL
Faculty Overload	OSO/OYO Service Faculty Teaching Overload (Fall/Spring) - Adjunct Tier 1. HCM description "OSO OYO Srv Fac Teaching Ovld".	Academic year teaching overload pay rate for OSO/OYO Service Faculty - Adjunct Tier 1	4297	ROL
Faculty Overload	OSO/OYO Service Faculty Teaching Overload (Fall/Spring) - Adjunct Tier 2. HCM description "OSO OYO Srv Fac Teaching Ovld".	Academic year teaching overload pay rate for OSO/OYO Service Faculty - Adjunct Tier 2	4297	ROL
Faculty Overload	OSO/OYO Service Faculty Teaching Overload (Fall/Spring) - Adjunct Tier 3. HCM description "OSO OYO Srv Fac Teaching Ovld".	Academic year teaching overload pay rate for OSO/OYO Service Faculty - Adjunct Tier 3	4297	ROL
Faculty Overload	OSO/OYO Faculty Summer Teaching Overload - Adjunct Tier 1. HCM description "OSO OYO Summer Teaching".	Summer teaching overload pay rate for OSO/OYO Faculty - Adjunct Tier 1 employees	4295	RSM
Faculty Overload	OSO/OYO Faculty Summer Teaching Overload - Adjunct Tier 2. HCM description "OSO OYO Summer Teaching".	Summer teaching overload pay rate for OSO/OYO Faculty - Adjunct Tier 2 employees	4295	RSM
Faculty Overload	OSO/OYO Faculty Summer Teaching Overload - Adjunct Tier 3. HCM description "OSO OYO Summer Teaching".	Summer teaching overload pay rate for OSO/OYO Faculty - Adjunct Tier 3 employees	4295	RSM
Faculty Overload	OSO/OYO Service Faculty Non-Teaching Overload- Adjunct Tier 1. HCM description "OSO OYO Non-Teaching Overload".	Non-teaching overload rate for OSO/OYO Service Faculty - Adjunct Tier 1 employees	4296	SAD
Faculty Overload	OSO/OYO Service Faculty Non-Teaching Overload- Adjunct Tier 2. HCM description "OSO OYO Non-Teaching Overload".	Non-teaching overload rate for OSO/OYO Service Faculty - Adjunct Tier 2 employees	4296	SAD
Faculty Overload	OSO/OYO Service Faculty Non-Teaching Overload- Adjunct Tier 3. HCM description "OSO OYO Non-Teaching Overload".	Non-teaching overload rate for OSO/OYO Service Faculty - Adjunct Tier 3 employees	4296	SAD

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CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Faculty Overload	Residential Instructional Teaching Overload (Fall/Spring) - Tier 2 (Probationary). HCM description "Instruct Fac Overload".	Academic year teaching overload pay rate for Probationary Instructional Residential Faculty	4210	ROL
Faculty Overload	Residential Instructional Teaching Overload (Fall/Spring) - Tier 3 (Appointive). HCM description "Instruct Fac Overload".	Academic year teaching overload pay rate for Appointive Instructional Residential Faculty	4210	ROL
Faculty Overload	Residential Service Teaching Overload (Fall/Spring) - Tier 2 (Probationary). HCM description "Srv Fac Teach Overload".	Academic year teaching overload pay rate for Probationary Service Residential Faculty	7076	ROL
Faculty Overload	Residential Service Teaching Overload (Fall/Spring) - Tier 3 (Appointive). HCM description "Srv Fac Teach Overload".	Academic year teaching overload pay rate for Appointive Service Residential Faculty	7076	ROL
Faculty Overload	Residential Faculty (Instr/Service) Summer Teaching Overload - Tier 2 (Probationary). HCM description "Res Fac Summer".	Summer teaching overload rate for Probationary Residential Faculty	4208	RSM
Faculty Overload	Residential Faculty (Instr/Service) Summer Teaching Overload - Tier 3 (Appointive). HCM description "Res Fac Summer".	Summer teaching overload rate for Appointive Residential Faculty	4208	RSM
Faculty Overload	Residential Service Non-Teaching Overload (All Terms) - Tier 2 (Probationary). HCM description "Srv Fac NonTeaching Overload".	Non-teaching overload rate for Probationary Residential Service Faculty	4309	SAD
Faculty Overload	Residential Service Non-Teaching Overload (All Terms) - Tier 3 (Appointive). HCM description "Srv Fac NonTeaching Overload".	Non-teaching overload rate for Appointive Residential Service Faculty	4309	SAD
Faculty Overload	Co-Op Internship (Loading Formulas for Courses)	The load assigned to courses is determined during the curriculum development process in accordance with the loading formula published in the Curriculum Handbook. Approved courses are listed in the course bank.		
Faculty Pay for Select Activities	Academic Advisors	Advises students in academics Full time faculty only	4223	ACA
Faculty Pay for Select Activities	Advisor Activities	Provides supervision and advising for students on college activities. Rate per activity. Full time faculty only	4350	AAA
Faculty Pay for Select Activities	Educational Development, Professional Growth Projects, or Summer Committees	Educational Development, Professional Growth Projects, or Summer Committees. Develops or enhances educational programs and/or attends training or participates on summer committees such as screening or interview committees. (No student contact.)	4387	EPC

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Faculty Pay for Select Activities	Educational Development, Professional Growth Projects, or Summer Committees	Educational Development, Professional Growth Projects, or Summer Committees. Develops or enhances educational programs and/or attends training or participates on summer committees such as screening or interview committees. (No student contact.)	4354	EPH
Faculty Pay for Select Activities	Student Government Advisors	Works with the director to oversee the rehearsal process. Creates production paperwork including schedules and reports. Creates the production's promptbook to document rehearsals, design choices, blocking, and cues. Calls cues during tech rehearsals and performance to all run crews and operators.	4351	ASG
Faculty Supervision	Department Chair Summer	For Summer only: 60-hour summer contract for Chair (or designee) and any additional hours assigned to Chair (or designee)	4202	SCS
Faculty Supervision	Other Department/Division Supervision	Supervisory roles include but are not limited to: <ul style="list-style-type: none"> <li>• Occupational Program Director</li> <li>• Academic Program Director</li> <li>• Service Program Director</li> <li>• Evening Supervisor</li> <li>• Lab Technician Supervisor</li> <li>• Lead Faculty</li> <li>• Course Coordinator</li> <li>• Adjunct Faculty Evaluator</li> <li>• Clinical Coordinator</li> </ul>	N/A	SOS
Faculty Supervision	Supervision Summer	For Summer only: Any summer supervision not performed by the Faculty Chair (or designee)	4219	SMS
Faculty, Adjunct	Adjunct Faculty Tier 1	Default load-based pay rate for Adjunct Instructional Faculty	4204	ADP
Faculty, Adjunct	Adjunct Faculty Tier 2	Load-based pay rate for Adjunct Instructional Faculty with 25 - 49 earned professional growth credits	4204	ADP
Faculty, Adjunct	Adjunct Faculty Tier 3	Load-based pay rate for Adjunct Instructional Faculty with 50 or more earned professional growth credits	4204	ADP
Faculty, Adjunct	Service Faculty Adjunct Tier 1	Default load-based pay rate for Adjunct Service Faculty	4212	SAD
Faculty, Adjunct	Service Faculty Adjunct Tier 2	Load-based pay rate for Adjunct Service Faculty with 25 - 49 earned professional growth credits	4212	SAD
Faculty, Adjunct	Service Faculty Adjunct Tier 3	Load-based pay rate for Adjunct Service Faculty with 50 or more earned professional growth credits	4212	SAD

**MARICOPA COMMUNITY COLLEGES**  
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CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Faculty, Adjunct	Service Faculty Adjunct - "Legacy"	Individuals whose primary job was Adjunct Service Faculty prior to May 13, 2023, who earned pay as Adjunct Service Faculty within the last 180 days, and who remain continuously employed as Adjunct Service Faculty will be paid an hourly rate of \$53.00 for non-teaching Service Faculty work. Any Adjunct Service Faculty member under this rate who goes for 180 consecutive days without working any adjunct service hours must be terminated and re-hired at the current rate of adjunct pay. This pay rate exception will expire on June 30, 2024.	4212	SAD
Faculty, Adjunct	Adjunct Faculty Activities	Adjuncts serving on committees or performing Department Work (Per Clock Hour)	N/A	AJA
Fine and Performing Arts	Accompanist	Plays instruments for vocal and instrumental classes and/or performances.	4050	TMP
Fine and Performing Arts	Artistic Designer (Lighting, Sound, Costume, Set)	Develops and executes a theatrical design for a staged production. Associated design disciplines include but are not limited to lighting, sound, set, props, projection/media, costumes, puppetry, hair and makeup.  If a designer is working in multiple roles for the same production, such as lighting designer and costume designer, this code may be used multiple times for the same person.	4306	SET
Fine and Performing Arts	Assistant Director (Band, Speech)	Additional 30-hour weeks outside of accountability pay 1.00 times Base Rate per week	4301	BDA
Fine and Performing Arts	Band Director	Stipend may be exchanged for 3.0 load hours of reassigned time.  Additional 30-hour weeks outside of accountability pay 1.25 times Base Rate per week	4300	BDD
Fine and Performing Arts	Choir Directors	Stipend may be exchanged for 3.0 load hours of reassigned time.	4302	CHD
Fine and Performing Arts	Choreographer/Fight Director/ Movement Coach/Intimacy Director	Develops, teaches and coaches movement vocabulary for productions which may include but not be limited to full dance pieces for dance concerts, movement sequences for musical theatre and theatre productions, fight choreography, and intimacy sequences.  If a person is working in multiple roles for the same production, such as choreographer and movement coach, this code may be used multiple times for the same person.	4304	ACB
Fine and Performing Arts	Director (Theater, Musical Theater, Opera, Dance Concert)	Per major production, not to exceed 4 per academic year.	4307	TRD

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CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Fine and Performing Arts	Event Production (Stage Manager)	Helps manage the personnel and production elements of one production, records and creates paperwork for the production, and supervises the following run crews for the production: property, wardrobe, sound, and electrical. Works with the director to oversee the rehearsal process. Creates production paperwork including schedules and reports. Creates the production's promptbook to document rehearsals, design choices, blocking, and cues. Calls cues during tech rehearsals and performance to all run crews and operators.	4361	ACV
Fine and Performing Arts	Music Theatre	Music Theatre Paid from all Funds, Non-Director.	4221	MST
Fine and Performing Arts	Production Manager/Producer (Theater, Music Theater, Dance, Music)	Provides college performing arts production(s) supervision, planning, and coordinating for the budgetary, design and technical aspects of a production, including marketing and advertising.	4308	TRP
Fine and Performing Arts	Speech Activities Director	Directs speech activities.	4360	SPD
General Temporary Jobs and Part-Time Equivalents of Full-Time Jobs	Temp 1	Provides entry level office, administration, academic/instructional services, technical or facilities support performing routine work requiring little or no work experience, high school diploma or the equivalent and ongoing supervision. Aligns with full-time salary grades 104 to 105.	4401	TMP
General Temporary Jobs and Part-Time Equivalents of Full-Time Jobs	Temp 2	Provides intermediate to advanced administrative, office, academic/instructional support, program/project support, technical or facilities support performing work requiring limited skill or knowledge of policies, procedures, processes, software, tools and equipment under general supervision; work may vary from specific instructions. High School Diploma or may require an Associates' degree with up to 3 years' related work experience, or the equivalent. Aligns with full-time salary grades 106 to 111.	4402	TMP
General Temporary Jobs and Part-Time Equivalents of Full-Time Jobs	Temp 3	A fully competent and productive practitioner and professional individual contributor performing work within the scope of general policies, procedures and objectives and regularly exercising independent judgment within accepted practices. Typically requires a Bachelor's degree in the related field and up to 4 years' related work experience, or the equivalent. Aligns with full-time salary grades 112 to 115.	4403	TMP
General Temporary Jobs and Part-Time Equivalents of Full-Time Jobs	Temp 4	An experienced professional making contributions based on broad expertise with broad knowledge and skill in applying analytical, critical thinking and diagnostic techniques sufficient to identify, evaluate and recommend appropriate interventions to management. May be assigned as a supervisor of people. Typically requires a minimum Bachelor's degree and up to 5 years' related work experience, or the equivalent, with 2 years of supervisory experience as needed. Aligns with full-time salary grades 116 to 121.	4404	TMP



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General Temporary Jobs and Part-Time Equivalents of Full-Time Jobs	Temp 5	A management level position, highly qualified expert professional or project/program team leader or manager overseeing employees and daily operations of assignment. Has responsibility for making timely decisions to carry out business objectives. Typically requires a Master's degree and up to 6 years' related experience w/ 2 years' supervisory experience. Example: District Director, Dean, AVP. Aligns with full-time salary grades 122 to 126.	4405	TMP
Health Programs Consultants	Clinical Consultant (Med/Dental)	Medical Doctor or Dentist providing consulting services for the educational program.	4298	HCB
Instruction/Education Support	CPAT Proctor	Candidate Physical Ability Test (CPAT) Proctor.	4370	CPA
Instruction/Education Support	Dental Clinical Lab Associate	Provides clinical instruction in mixing materials. Must be a certified/registered Dental Hygienist. 2 hour minimum.	4097	NCH
Instruction/Education Support	Dental Lab Associate	Assists in clinical instruction of mixing materials. Must have applicable certification. 2 hour minimum.	4098	NCH
Instruction/Education Support	Dentist Rate Hygiene Exam	Provides instruction oversight and monitors students (in a clinical setting) performing dental hygiene procedures. Must be a licensed Dentist. 2 hour minimum.	4100	NCH
Instruction/Education Support	EMT Lab Tutor EMT Certified	Provides curricula tutoring for students in Medical Technology/Fire Science or Police Academy training programs using required teaching materials. Must be a certified EMT.	4105	NCH
Instruction/Education Support	EMT Lab Tutor Paramedic Certified	Provides curricula tutoring for students in advanced Medical Technology/Fire Science or Police Academy training programs using required teaching materials. Must be a certified Paramedic.	4106	NCH
Instruction/Education Support	Fire Academy Lab Tutor	Assists students with Fire Science coursework. Must have applicable certification.	4107	NCH
Instruction/Education Support	Fire Equipment Operator	Assists students with the Fire Science program. Must have applicable certification.	4368	NCH
Instruction/Education Support	Fire Recruit Instructor	Assists students with the Fire Science program. Must have applicable certification.	4108	ADH
Instruction/Education Support	Life Drawing Model	Poses as a model for short and long art sessions to provide anatomy, proportion, form and movement of the human form.	4401 or 4402	TMP
Instruction/Education Support	Music Instruction Hourly	Private music lessons. Provides music instruction to students.	4018	MUS
Instruction/Education Support	Non-Credit Instruction	Based on hourly rate.	4359	NCR
Instruction/Education Support	Non-Credit Instructor Hourly	Non-Credit Instructor. Rate determined by Program Administrator.	4022	NCH

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CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Instruction/Education Support	Non-Credit Instructor Hourly Other	Instruction provided by other than Residential Faculty. Rate determined by Program Administrator.	4023	NCH
Instruction/Education Support	Nursing Clinical (Load Based Paid)	Supervises students in hospital rotations to assure proper techniques and procedures are followed. Responds to student questions. Pay rate is adjunct rate/15. 2 hour minimum.	4093	ADH
Instruction/Education Support	Nursing Clinical and Lab Instructor	Supervises students in hospital rotations to assure proper techniques and procedures are followed. Responds to student questions. 2 hour minimum.	4091	NCH
Instruction/Education Support	Paramedic Class Lab Tutor	Paramedic or RN that tutors students. Must have applicable certification.	4109	TMP
Instruction/Education Support	Police Recruit Instructor	Assists students in Law Enforcement Training program. Must have applicable certification.	4111	ADH
Instruction/Education Support	Student Learning Facilitator I	Assists students with coursework in various disciplines. No degree required.	4036	TMP
Instruction/Education Support	Student Learning Facilitator II	Assists students with coursework in various disciplines. Bachelor's degree required.	4037	TMP
Instruction/Education Support	Student Learning Facilitator III	Assists students with coursework in various disciplines. Master's degree required.	4038	TMP
Instruction/Education Support	Tutor	Assists students with coursework in various disciplines. Student Worker.	4035	TMP
Instructional Projects	Curriculum Designer	Evaluates, develops and writes college curriculum. Determines essential content components. Resource to faculty/staff/representatives from business industry and agencies.	4401	TMP
Instructional Projects	Educational Development Non-Faculty	Non-faculty develops or enhances educational programs; or attends training.	4403	TMP
Instructional Projects	Instructional Consultant/Project Developer	This job is used for instructional projects and consulting activities not within the scope of the regular duties of an Adjunct or Residential Faculty outlined in the Residential Faculty Agreement.	4366	IPD
Instructional Projects	Special Projects	Special projects under the supervision of the Provost's Office	N/A	SPJ
Leadership	Administrator in Charge External	Serves as Administrator for program or department. (External hire.)	4053	AIC
Leadership	Administrator in Charge Internal	Serves as Administrator for program or department (Internal hire.)	4347	AIC

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CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Leadership	Other Supervision	Supervision performed not related to the supervision of a department/division and excluded from the Faculty Supervision funding model	4220	OAS
Miscellaneous	Honorariums	Pay rate per appearance. (Full-time employees are not eligible for honorariums.)	4356	HNM
Miscellaneous	Wellness Incentive	Fitness center fee reimbursement for meeting utilization criteria	N/A	INC
Police	External Police	Perform Police Officer duties at college functions. (1 officer/100 attendees).	4126	TMP
Police	External Police Supervisor	Supervisor of 2 or more Officers and performs law enforcement duties at college functions.	4124	TMP
Student Workers	Civic Education	Federal Work Study employee. Performs civic education and activities on projects that teach civics in schools, raise awareness of government functions or resources, or increase civic participation.	4178	CWS
Student Workers	Disaster Affected	Federal Work Study employee. Student may receive Federal Work Study payments for the period of time (not to exceed the award period) in which the student is prevented from fulfilling Federal Work Study obligations due to a major disaster, from an eligible school/MCCCD located in any area affected by the disaster.	4179	CWS
Student Workers	Family Literacy for Children	Federal Work Study employee. Performs family literacy activities on a family literacy project that provides services to families with preschool-age or elementary school age children.	4176	CWS
Student Workers	General	Federal Work Study employee. Performs general federal work study activities which do not meet the criteria specific to another Federal Work Study job code.  *Most Federal Work Study jobs are this category.	4183	CWS
Student Workers	Job Location Development	Federal Work Study employee. Establishes or expands a Job Location and Development (JLD) Program, locating and developing off-campus job opportunities for students who want a job regardless of financial need	4182	CWS
Student Workers	Math Tutors of Children	Federal Work Study employee. Tutors mathematics for children in elementary school through ninth grade.	4177	CWS
Student Workers	Private for Profit Agencies	Federal Work Study employee. Student is employed by a private for-profit agency.	4181	CWS
Student Workers	Public or Private Non-Profit Agencies	Federal Work Study employee. Student is employed by a public or private not-for-profit agency.	4180	CWS
Student Workers	Reading Tutors of Children	Federal Work Study employee. Tutors preschool-age through elementary school-age children for reading (e.g. America Reads).	4175	CWS

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CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Student Workers	Student Worker	Student worker. Pay based upon duties. The primary role of the individual must be that of being a student. Individuals whose primary role is to work should not be placed in this job.	4153	STU