MARICOPA
COMMUNITY COLLEGES

FY 2019-2020 TEMPORARY GUIDELINES AND FACULTY ADDITIONAL EARNINGS

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MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

FY 2019-2020 GUIDELINES FOR TEMPORARY JOBS AND ADDITIONAL EARNINGS

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I. General Procedures

The Governing Board approved the fiscal year **2019-2020** budget on **May 28, 2019**. The following Temporary Guidelines remain in effect for fiscal year **2019-2020**. Please refer to Administrative Procedures for details and rules regarding temporary employment. Temporary job codes, which increased twenty-five cents per hour, have their rates listed in **"bold"**. The adjunct load rate increased to **$935.00**. Not all assignments or additional jobs received an increase; rates that changed are in **"bold"**. On November 8, 2016, Arizona voters passed the Healthy Working Families proposition 206, **effectively increasing the minimum wage in Arizona starting in 2017 and years thereafter. MCCCD will comply with Federal, State or Local minimum wage laws whichever is highest. For calendar year 2020, the Arizona State Minimum Wage increased to $12.00 per hour (Flagstaff $13.00 per hour).**

Please keep this document for future reference and share this information with individuals responsible for the subject matter of this document.

ADMINISTRATIVE PROCEDURES

Effective July 1, 2014, until further notice**,** MCCCD will allow each temporary employee to work a maximum of 25 hours per week except for designated periods as defined in the table below:

Peak Weeks for Temporary Employees

Peak Week Defined: A week during seasonal busy periods in which managers may schedule temporary employees for up to 40 hours. (NOTE: Adjunct faculty are not permitted to work more than 25 hours in a week. **This includes the maximum load hours of 12**.)

TEMPORARY EMPLOYEES
Total hours between positions and locations cannot exceed the 25 hour per week maximum.

Seasons	# Weeks	Explanation	Payroll Dates
Fall Enrollment	6	4 weeks prior to start of classes; 2 weeks after start of classes.	**07/20/19 – 07/26/19** **07/27/19 – 08/02/19** **08/03/19 – 08/09/19** **08/10/19 – 08/16/19** **08/17/19 – 08/23/19** **08/24/19 – 08/30/19**
Spring Enrollment	4	2 weeks prior to start of classes; 2 weeks after start of classes	**01/04/20 – 01/10/20** **01/11/20 – 01/17/20** **01/18/20 – 01/24/20** **01/25/20 – 01/31/20**

Any previously employed MCCCD employee (in a benefit eligible position at the time of separation) MUST have a minimum 26-week break period before being rehired as a part-time (non-benefited), temporary employee with MCCCD.

If a department is unable to comply with the above requirements, it will be necessary to fund a short-term, benefited position to extend benefits to the employee in accordance with The Affordable Care Act (ACA) provisions. Supervisors should seek counsel with the local HR Manager to identify appropriate coverage. Failure to comply with MCCCD's requirements and ACA provisions can result in penalties under Federal Regulations assessed at both the campus and district level.

A new hire packet must be completed by the hiring department and be kept on file on or before the first day employment. By federal law, Section One of the Form I-9 must be completed no later than first day of work for pay but no sooner than when the employee accepts the job offer. Section 2 of Form I-9 must be completed within three business days of the first

day of work for pay. It is the hiring department's responsibility to ensure the temporary employee meets the minimum qualifications of the job, including proof of required licenses and/or certifications.

If the intent is to hire this temporary employee for **20** hours or more for more than 20 weeks for this position, state retirement will be deducted at the beginning of the assignment. The department will need to match the funds. State retirement will continue to be deducted until the temporary terminates. If the temporary employee is hired to work an irregular, intermittent work schedule, state retirement contributions will begin after the 20-hour/20-week criteria are met. If the schedule remains on the same kind of intermittent schedule for a subsequent fiscal year the employee must re-qualify each year using the 20-hour/20-week criteria for retirement contributions. As a guideline, if the assignment begins July 1, the 20 weeks will occur around November 18th. Temporary employees are paid at the current temporary pay rates as listed on the temporary pay rate sheets.

OVERTIME REMINDER
To comply with FLSA, non-exempt employees are paid overtime for all actual hours worked ('In-seat" time) 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.** Temporaries and students are considered non-exempt employees. Non-exempt employees who perform a second job (non-teaching) in addition to their regular 40 hours and are scheduled on a continuous basis over a period of time are due blended overtime. When the 2nd job is teaching, employees are paid regular overtime at 0.5 x normal hourly rate.

If the non-exempt employee undertakes sporadic, occasional or seasonal work for less than one month and 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 sentence above are ticket takers, chaperones, and referees related to a specific event which fit the narrow criteria for being exempt from overtime

Changes to temporary pay rates that are governed by outside agencies may increase during the fiscal year. Notification of these rate changes will be shared with Senior HR leadership and published online

Pay Differential (Shift)
Any student or temporary worker who works between the following hours below will receive $.50 per hour pay differential.

Types of Work Shifts for Pay Differential:

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) for 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.

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II. Temporary Non-Faculty Full-Time Positions

SHORT TERM EMPLOYMENT
Employees serving in **short term** non-faculty **positions may** be covered **under certain sections of** the staff policy manual.

Employees serving in one-year only/one-semester only temporary non-faculty full time positions (≥ .75 FTE) will be eligible to participate in the District sponsored "flexible benefit" program. Please refer to the benefits website for more information on benefits. https://maricopa.sharepoint.com/sites/DO/human-resources/benefits/Pages/default.aspx

Such employees will not earn vacation, but are entitled to bereavement leave and earn one sick day for each month of employment. Thirty-two (32) hours of sick accruals prorated over two semesters may be used for personal reasons; advanced scheduling is requested for personal time off.

Salary placement for non-faculty short term employees will **follow the Salary Administration Policy (A-41) under the Staff Policy Manual. Please refer to the Pay Placement Procedures for specific details related to placement.**

III. Hourly Positions

REQUEST FOR TEMPORARY HELP
To request temporary employee help contact your college/district HR to verify eligibility for work-week hour limitations. Once verified, initiate the request by using the temporary hiring process within HCM.

PERSONS UNDER AGE 18
Individuals under the age of 18 can be employed provided they are 16 years of age and work in an office setting. These individuals are not authorized to drive District/College vehicles.

VOLUNTEERS
If you plan to enlist the assistance of a volunteer, please complete the Volunteer Service Statement and Agreement to ensure they are covered under liability/workers' compensation. Volunteers can be provided access to our systems through the POI process. Volunteers are not paid employees and therefore will not be permitted to drive official vehicles. Individuals who will be required to drive official vehicles according to the work they are being asked to perform must be set up as **temporary part time** employees.

LEGAL/EMPLOYMENT POLICY REQUIREMENTS
The basic legal provisions governing the Arizona State Retirement systems operations are contained in Arizona Revised Statues.

Employees hired to work for a plan employer for 20 hours or more per week and 20 weeks or more in a fiscal year and who contribute to social security, are required to make contributions to the state retirement plan.

Employees hired to work for a plan employer for up to 19 weeks in a fiscal year or are hired for less than 20 hours per week for the entire fiscal year are not eligible for the state retirement plan.

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As of the HCM R4 conversion:
Every employee requires at least one position number in order to generate pay for that employee

The SIS assignment type refers to how the assignment resides in the SIS system **and is input** by the college schedulers.

- Non-Credit Time Entry (NCN) is the SIS assignment type for these jobs when applicable

These job codes require positive time (or time punches) within Time and Labor (HCM) **in order to** generate payment for hours worked.

TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
ATHLETICS AND FITNESS							
Fitness Center Tech	Assists students, demonstrates proper techniques on equipment, and conducts orientation sessions.	**Minimum Wage**	**$16.10**	4002	TMP	Time Entry	NCN
Fitness Center Orientation	Informs students of responsibilities and activities in the Fitness Center.	$20.96	**$29.92**	4006	TMP	Time Entry	NCN
Game Personnel	Serves as a Ticket Taker, Ticket Seller, Judge, Announcer, Scorer or Timer at games.	Minimum Wage	**$14.04**	4011	TMP	Time Entry	NCN
Fitness Center Floor Supervisor	Oversees Fitness Center. No grading or roster management. Provides classroom management to all participants. May supervise other personnel in Fitness Center.	$35.71	**$49.01**	4012	TMP	Time Entry	NCN
Fitness Center Trainer	Trains students on use of equipment, answers and student questions.	$31.31	**$49.01**	4003	TMP	Time Entry	NCN
DISABILITY SERVICES							
Sign Language Interpreter No Degree	Arizona Generalist Licenses or Legal A, C or D. No Degree.	$49.63	**$49.88**	4041	TMP	Time Entry	
Sign Language Interpreter AAS Degree	Arizona Generalist Licenses or Legal A, C or D. AAS Degree.	$50.69	**$50.94**	4042	TMP	Time Entry	
Sign Language Interpreter BA Degree	Arizona Generalist Licenses or Legal A, C or D. BA Degree.	$51.73	**$51.98**	4043	TMP	Time Entry	
Sign Language Interpreter MA Degree	Arizona Generalist Licenses or Legal A, C or D. MA Degree.	$52.79	**$53.04**	4044	TMP	Time Entry	

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TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
DISABILITY SERVICES (continued)							
Sign Language Interpreter Provisional B	Arizona Provisional License A, B, or D	$37.02	**$37.27**	4047	TMP	Time Entry	
Sign Language Interpreter Provisional C	Arizona Provisional License C	$29.67	**$29.92**	4048	TMP	Time Entry	
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.	$47.72	**$100.50**	4040	TMP	Time Entry	
HOURLY INSTRUCTOR/EDUCATION SUPPORT							
Music Instruction Hourly	Private music lessons. Provides music instruction to students.	$50.00	**$50.25**	4018	MUS	Time Entry	
Non-Credit Instructor Hourly	Non-Credit Instructor. Rate determined by Program Administrator.	$28.20	**$42.53**	4022	NCH	Time Entry	
Non-Credit Instructor Hourly Other	Instruction provided by other than RFP. Rate determined by Program Administrator.	**$16.70**	**$74.05**	4023	NCH	Time Entry	
LEARNING ENHANCEMENT							
Tutor	Assists students with coursework in various disciplines. Student Worker.	Minimum Wage	**$12.54**	4035	TMP	Time Entry	
Student Learning Facilitator I	Assists students with coursework in various disciplines. No degree required.	Minimum Wage	**$17.83**	4036	TMP	Time Entry	
Student Learning Facilitator II	Assists students with coursework in various disciplines. Bachelor's degree required.	$12.67	**$19.41**	4037	TMP	Time Entry	
Student Learning Facilitator III	Assists students with coursework in various disciplines. Master's degree required.	$16.81	**$25.72**	4038	TMP	Time Entry	
MISCELLANEOUS JOBS							
Accompanist	Plays instrument for vocal and instrumental classes and/or performances.	$20.96	**$32.02**	4050	TMP	Time Entry	
Administrator in Charge Other	Serves as Administrator for program or department. Hired from the outside.	$33.38	**$34.12**	4053	AIC	Time Entry	

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TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
MISCELLANEOUS JOBS (continued)							
Curriculum Designer	Evaluates, develops and writes college curriculum. Determines essential content components. Resource to faculty/staff/ representatives from business industry and agencies.	$16.27	**$16.52**	4058	TMP	Time Entry	
Educational Development Non-Faculty	Non-faculty develops or enhances educational programs; or attends training.	$27.52	**$27.77**	4060	TMP	Time Entry	
Life Drawing Model	Poses as model for short and long art sessions to provide anatomy, proportion, form and movement of the human form.	$12.67	**$19.41**	4062	TMP	Time Entry	
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.	Minimum Wage	**$17.25**	4401	TMP	Time Entry	
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.	$17.25	**$23.25**	4402	TMP	Time Entry	
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.	$23.25	**$30.25**	4403	TMP	Time Entry	

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		MINIMUM	MAXIMUM				
MISCELLANEOUS JOBS (continued)							
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.	$30.25	**$45.25**	4404	TMP	Time Entry	
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,	$46.00	**$65.25**	4405	TMP	Time Entry	
OCCUPATIONAL/HEALTH							
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.	$45.80	**$62.33**	4091	NCH	Time Entry	
Nursing Clinical (Load Based Paid)	**Supervises students in hospital rotations to assure proper techniques and procedures are followed. Responds to student questions. PAY is based upon Load/15 hours. 2 hour minimum.**	**$62.33**	**$62.33**	**4093**	**ADH**	**Time Entry**	**NCN**
Dental Clinical Lab Associate	Provides clinical instruction in mixing materials. Must be a certified/registered Dental Hygienist. 2 hour minimum.	$42.28	**$42.53**	4097	ADH	Time Entry	
Dental Lab Associate	Assists in clinical instruction of mixing materials. Must have applicable certification. 2 hour minimum.	$15.12	**$15.37**	4098	TMP	Time Entry	
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.	$47.53	**$47.78**	4100	TMP	Time Entry	

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		MINIMUM	MAXIMUM				
OCCUPATIONAL/HEALTH (continued)							
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.	$13.71	**$22.56**	4105	TMP	Time Entry	
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.	$20.96	**$24.66**	4106	TMP	Time Entry	
Fire Academy Lab Tutor	Assists students with Fire Science coursework. Must have applicable certification.	$15.48	**$15.73**	4107	TMP	Time Entry	
Fire Equipment Operator	Assists students with Fire Science program. Must have applicable certification.	$21.27	**$21.52**	4368	TMP	Time Entry	
Fire Recruit Instructor	Assists students with Fire Science program. Must have applicable certification.	$28.87	**$29.12**	4108	ADH	Time Entry	
Paramedic Class Lab Tutor	Paramedic or RN that tutors students. Must have applicable certification.	$28.87	**$29.12**	4109	TMP	Time Entry	
Police Recruit Instructor	Assists students in Law Enforcement Training program. Must have applicable certification.	$31.31	**$37.27**	4111	ADH	Time Entry	
POLICE							
External Police Supervisor	Supervisor of 2 or more Officers and performs law enforcement duties at college functions.	$35.25	**$40.50**	4124	TMP	Time Entry	
External Police	Perform Police Officer duties at college functions. (1 officer/100 attendees).	$25.25	**$30.50**	4126	TMP	Time Entry	
STUDENTS							
Student Level	Student worker. Pay based upon duties.	Minimum Wage	**$16.10**	4153	STU	Time Entry	
FEDERAL WORK STUDY STUDENTS (Work Study <u>only</u>, *not* Temporary Part Time)							
Federal Work Study Student	Federal Work Study Student worker. Pay based upon duties.	Minimum Wage	**$16.10**	4173	ARW CSW CWS	Time Entry	**FWS for Time Reporting**

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The below temporary job codes require employee time entries 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 onto 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).

When subbing at a different campus than the primary job, an additional position number and record are required for entry and payment of those hours.

For more on how to enter substitute hours please locate the QRG, (quick reference guide) within the Employee Learning Center's Resources area for HCM.

TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
HOURLY INSTRUCTOR/EDUCATION SUPPORT							
Substitute Pay Instructional	Paid for each 25 minutes. Use if this is the ONLY position for the employee at your college	$19.00	$19.00	4028	SBD	Time Entry	
Substitute Pay Evening Instructional (ONLY teaching evening and NO Day	Paid for each 25 minutes. Use if this is the ONLY position for the employee at your college	$19.00	$19.00	4029	SBE	Time Entry	
OCCUPATIONAL/HEALTH							
CPAT Proctor	Candidate Physical Ability Test (CPAT) Proctor.	$28.87	**$29.12**	4370	CPA	Time Entry	

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IV. Temporary Faculty Full-Time Positions

The following provisions do not apply to positions identified in advance as specially funded or for Residential Faculty sabbatical replacements.

SHORT TERM EMPLOYMENT – ONE-YEAR ONLY (OYO) / ONE-SEMESTER ONLY (OSO)
Employees serving in one-year only (OYO) and one-semester only (OSO) assignments are not covered by the Residential Faculty Policy (RFP) manual or any policy manual. OYO and OSO Faculty are expected to hold academic support hours.

ONE-YEAR ONLY (OYO) / ONE-SEMESTER ONLY (OSO) POSITIONS (FACULTY ONLY)
Employees serving in one-year only and one-semester only full-time assignments (≥ .75 FTE) will be eligible to participate in the District sponsored "flexible benefit" programs. Please refer to the benefits website.
https://maricopa.sharepoint.com/sites/DO/human-resources/benefits/Pages/default.aspx

Such employees will not earn vacation, but are entitled to bereavement leave and earn one illness day for each month of employment. Thirty-two (32) hours of illness accruals prorated over two semesters may be used for personal reasons; advanced scheduling is requested for personal time off.

As of Fiscal Year 2019-2020 OYO and OSO faculty will be placed onto contracts using the same placement guidelines found within the RFP (Residential Faculty Policy).

V. Load

Adjunct Faculty **$935.00 Load Fall 2019**

- Adjunct Faculty are permitted to work no more than 25 hours in a week. In calculating hours worked, load is multiplied by 2.
- The maximum load in a term will be 9, with exceptions of up to 12 hours in the summer term, and up to 12 hours in the fall and spring terms. These exceptions may be approved on a case-by-case basis under our current exception approval process, to account for classes which are loaded above.
- Adjuncts who perform other services and/or **temporary part time** work in addition to class load will be permitted to work any hours which, in addition to their load hours X 2, total no more than 25 hours in a week. The load limit policy will be strictly enforced and adjunct faculty who also work other temporary hours must not exceed 25 in ANY work week.

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Every employee requires at least one position number in order to generate a pay line (payment)
Additional earnings for an employee **should** be input using an earnings code

Pay Type indicates how the job or additional earnings will be paid on the below tables

When Pay Type is SIS, the SIS Assignment Type (SIS ASSGN TYPE) indicates how the assignment is created within SIS and how the employee will be paid (see following table)

Note load hours **are** monitored and enforced within the SIS system.

SIS ASSIGN TYPE	ASSIGNMENT TITLE	DESCRIPTION	TIME AND LABOR INFO
ADC	Adjunct Classified *(This is an additional Adjunct Teaching job of a classified staff employee)*	Adjunct employee whose primary (or regular) job is classified staff. *For example a Student Services Manager whose primary job is not teaching.*	Load hour unit interface to Time and Labor Overtime is automatically generated in Time and Labor if applicable
ADJ	Adjunct (instructional)	All credit-based instructional assignments to adjunct employees during Fall and Spring *(Not to be used for classified staff who are teaching as adjuncts)*	Load hour unit interface to Time and Labor
CLK	Clock	Clock career adjuncts at the Skill Centers	Clock hours per week interface to Time and Labor
RAS	Reassigned Time	Reassignment of base load hours for Residential Faculty	No payment
ROR	Residential Overload	Load hours in excess of base load hours	Load hour unit interface to Time and Labor
SAD	Service Adjunct	Service adjunct assignments	Clock hours per week interface to Time and Labor
RSM	Residential Summer (Includes intersessions)	Instructional contact hour limit as specified in Section C.3.3 of the RFP.	Load hour unit interface to Time and Labor

ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
INSTRUCTIONAL							
Adjunct Faculty	Per load hour.	**$935.00**	**$935.00**	4204	ADP	SIS	ADJ, ADC, CLK
Adjunct Faculty Evening **Use ONLY if NOT working Day**	Per load hour.	**$935.00**	**$935.00**	4205	ADP	SIS	ADJ, ADC
Adjunct Faculty Summer	Per load hour.	**$935.00**	**$935.00**	4206	ADP	SIS	ADS, ADC
Adjunct Faculty Summer Evening ***Use ONLY if NOT working Day***	Per load hour.	**$935.00**	**$935.00**	4207	ADP	SIS	ADS, ADC

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ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
INSTRUCTIONAL (continued)							
Residential Faculty Summer	Per load hour.	**$935.00**	**$935.00**	4208	RSM	SIS	RSM
Residential Faculty Overload	Per load hour.	**$935.00**	**$935.00**	4210	ROL	SIS	ROR
Srvc Fac Tchg Ovrld	Service Faculty Teaching coded as Overload within SIS	**$935.00**	**$935.00**	7076	RSO	SIS	RSO
Srvc Fac Tchg Summer	Service Faculty Teaching Summer	**$935.00**	**$935.00**	7078	RSM	SIS	RSM
Service Faculty Adjunct Evening **Use ONLY when NOT working any day hours**	Service Faculty Adjunct working Evening. Per hourly rate. Counselor or Librarian.	**$49.00**	**$49.00**	4218	SAD	SIS	SAD
Service Faculty Adjunct	Service Faculty Adjunct. Per hourly rate. Counselor or Librarian.	**$49.00**	**$49.00**	4212	SAD	SIS	SAD
NON-CREDIT – INSTRUCTIONAL							
Non-Credit Instruction	Based on hourly rate.	Minimum Wage	$1,786.32	4359	NCR	SIS	NCR
COACHES							
Temp Head Coach	Serves as Head Coach for: Archery ($5,139.50); Base or Softball ($6,965.00) HBS; Basketball ($6,792.50) HCB; Cross-Country ($4,329.00) HCC; Golf ($4,733.50) HCG Soccer ($5,938.00) HCS; Tennis ($4,733.50) HCT; Track ($5,938.00) HTC; Volleyball ($5,759.00) HCV; Wrestling ($6,792.50) **To be paid per sport** **Review RFP for reassigned time per sport**	$4,329.00	**$6,965.00**	4383	HBS, HCB, HCC, HCG, HCS, HCT, HTC, HCV	Addl Pay	RAS
Temp Assistant Coach	Serves as Assistant Coach for: Base or Softball ($4,329.00) ABS; Basketball ($4,107.00) ACB; Soccer or Track ($3,703.50) ACS, ACT; Volleyball ($3,302.00) ACV; Wrestling ($4,221.50); **To be paid per sport** **Review RFP for reassigned time per sport**	$3,302.00	**$4,329.00**	4384	ABS, ACB, ACS, ACT, ACV	Addl Pay	RAS

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ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
ATHLETICS AND FITNESS							
Athletic Director, or Trainer or Coach	Performs duties as Director, Trainer or Coach in sport activities.	$324.00	$8,101.50	4200	ADT	Addl Pay	
Athletic Director Assistant	Performs duties as Athletic Director Assistant.	$2,277.00	$2,277.00	4274	ADA	Addl Pay	
Pom/Cheer Advisor	Performs duties as Pom/Cheer techniques.	$811.50	$1,705.41	4276	PCA	Addl Pay	
Temp Sport Info Director	Performs duties as Sport Info Director: Basketball ($758.00-$816.40) SDB Softball ($758.00-$796.49) SDS Volleyball ($758.00-$796.49) SDV	$758.00	$816.40	4385	SDB, SDS, SDV	Addl Pay	
Temp Trainer	Performs duties as Trainer for: Basketball or Wrestling ($1,919.00) TMB; Baseball or Track or Other ($1,208.00) TRB; TOS Women Volleyball or Cross Country ($1,208.00) TRV; Women Basketball ($1,208.00) TWB; Women Softball or Track And Field ($1,208.00) TRS	$1,208.00	**$1,919.00**	4386	TMB, TOS, TRV, TWB, TRS	Addl Pay	
BAND, CHOIR, THEATRE							
Music Theatre	Music Theatre Paid from all Funds, Non-Director.	$594.75	$2,626.95	4221	MST	Addl Pay	
Choir Directors	Stipend. In lieu of stipend appropriate college approval must be received.	$603.00	$2,411.00	4302	CHD	Addl Pay	
Dance Concert Director	Per major production, not to exceed 4 per academic year.	$2,591.00	$2,591.00	4303	DCD	Addl Pay	
Musical Theatre Director	Per major production, not to exceed 4 per academic year.	$2,591.00	$2,591.00	4304	MTD	Addl Pay	
Set Designer	Develops ground plans front elevations model or rendering of theatre sets. Provides consultation on construction drawings, set dressings and painting.	$237.75	$999.30	4306	SET	Addl Pay	
Theatre Directors	Per major production, not to exceed 4 per academic year.	$2,591.00	$2,591.00	4307	TRD	Addl Pay	
Theatre Producer	Provides college theatre production(s) supervision, planning, and coordinating, budgetary, design and technical aspects of a production.	$424.25	$1,783.18	4308	TRP	Addl Pay	

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ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
BAND, CHOIR, THEATRE							
Band Director	Two weeks @ $713.00 for each 30 hour week.	$713.00	$2,994.50	4300	BDD	Addl Pay	
Band Assistant	One week @ $713.00 for each 40 hour week.	$713.00	$2,411.00	4301	BDA	Addl Pay	
MISCELLANEOUS							
Speech Activities Director	Directs speech activities.	$2,994.50	$2,994.50	4360	SPD	Addl Pay	
Speech Activities Assistant	Assists students in speech activities.	$2,411.00	$2,411.00	4361	SPA	Addl Pay	
Administrator in Charge	Serves as administrator in charge for program or department.	$32.00	$33.62	4347	AIC	Add'l Pay	
Instructional Consultant	Instructional Consultant.	Minimum Wage	$2, 842.36	4357	IPD	One Time Pay	
Instructional Project Developer	Instructional Project Developer per project.	$50.00	$10,000	4366	IPD	One Time Pay	

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As of HCM R4 conversion, the following additional assignments have no job codes within HCM.
Descriptions of the SIS codes found on these assignments are below.

SIS CODES	CODE TITLE	DESCRIPTION	SIS ASSGN TYPE
RAS	**Reassigned Time**	**Reassignment of base load hours for Residential Faculty.**	**No payment**
RCR	**Residential Core**	**Base load hours as specified in Section 5.3.1 of the RFP**	**Included in base contract pay**
RSC	**Residential Service Core**	**Base hours as specified in Section 5.3.1 of the RFP**	**Included in base contract pay**
RSO	**Residential Service Overload**	**Hours in excess of base hours**	**Clock hours per week interface to Time and Labor**
RSS	**Residential Service Summer**	**Summer and intersession hours as specified in Section C.3.3 of the RFP.**	**Clock hours per week interface to Time and Labor**

The following job codes **are paid based upon** the employee's primary job.

Or

Through extending original contract(s) when no Earnings code is provided. NOTE: RATES ARE WITHIN SEPARATE WORKBOOK FOR COMPUTATION OF INCREASE. THE FINALIZED RATES have been INSERTED BELOW---

ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
Residential Faculty **Extended Contract**	Additional rate **per week base** salary divided by 39 weeks.	$1,151.00	$2,579.00		EXT	Addl Pay	
Department Division Chair	Formula % of base. A Faculty member may not receive pay/reassigned time as both a Dept/Div Chair/OPD.	$111.13	$45,450.00	**4201**	DPT	Addl Pay	RAS
Evening Supervision	Formula based on sections or contract hours.	**$187.00 Fall 2019**	**$5,700.00 Fall 2019**	**4202**	EVS	Addl Pay	RAS
Summer Supervision	Formula based on sections or contract hours.	**$187.00 Summer 2020**	**$5,700.00 Summer 2020**	**4219**	SMS	Addl Pay	RAS
Occupational Program Directors	Formula based see below for percentages. A Faculty member may not receive pay/reassigned time as both a Dept/Div Chair/OPD.	$87.00	$11,225.58	**4209**	OPD	Addl Pay	RAS
Department Chair **Extended**	**Extended** Department Chair **summer**. **Per clock hour.**	$48.00	$5,654.00	**4215**	DCE	Addl Pay	RAS
Other Academic Supervision	Amount determined by Administration.	$32.00	$11,114.44	**4220**	OAS	Addl Pay	RAS
Academic Advisors	Advises students in academics. **Per clock hour. Full time faculty only**	$30.00	$30.00	**4223**	**ACA**	Time Entry	
Advisor Activities	Provides supervision and advising for students on college activities. **Rate per activity. Full time faculty only**	$1,337.00	$1,405.41	**4350**	AAA	One Time Pay	

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ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
Advisor Student Government	Attends all student government meetings/functions. Advises students on proper procedures and adherence to various rules and regulations.	$2,411.00	$2,411.00	**4351**	ASG	Addl Pay	
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.)	**$935.00 Fall 2019**	**$5,610.00 Fall 2019**	**4387**	EPC	One Time Pay	
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.) **Per clock hour.**	**$29.21875 Fall 2019**	**$29.21875 Fall 2019**	**4354**	EPH	Time Entry	
Honorariums	Pay rate **per appearance. Definition in Section C.7 of the RFP**	$50.00	$500.00	**4356**	HNM	One Time Pay	
Service Faculty Assignments Beyond Base Contract	Service Faculty (Inclusive of Summer) on extended contracts.	**$49.00**	**$49.00**	4309	SAH	Time Entry	
Wellness Incentive	Based on wellness criteria.	$25.00	$150.00		INC	One Time Pay	
Dual Enrollment Supervisor	Supervisor of Dual Enrollment Instructor.	$135.00	$8,081.00		DEN	Addl Pay	

Note the following assignment jobs are paid per student, periods of 25 minutes, or evaluation.

ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
CO-OP Internship	Pay rate **per student.**	$263.00	$263.00		COI	One Time Pay	
Evaluation of Adjunct Faculty	Pay in absence of evening supervisor **per 25 minutes.**	$19.00	$19.00	***5314***	EAF	Time Entry	
Eval Dual Enrollment Instructor	Pay for Eval Dual Enrollment Instructor. **Rate per evaluation.**	$115.00	$115.00	*4390*	EDE	One Time Pay	

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Appendix

A. Faculty Formulas

Department Chair % of Residential Faculty Base

- 11% of schedule base salary
- 1% of schedule base salary for each Residential Faculty member in the department (excluding the chairperson).
- 0.5% of schedule base salary for each adjunct faculty member and for each full-time staff member or equivalent supervised by the chair.
- Pay for part-time staff who are supervised and evaluated by the Department/Division Chair shall be prorated (e.g., two half-time staff members equal one full-time staff member). Pay will not be granted for supervising Federal Work Study employees.

Occupational Program Director D.2.3

- Occupational Program Directors who supervise and evaluate Faculty and Adjunct
- 1% of the schedule base for each Residential Faculty member teaching within the program.
- 0.5% of the schedule base for each Adjunct Faculty member teaching within the program.

Only the Occupational Program Director or the Department/Division Chair actually responsible for supervising and evaluating Faculty and/or Adjunct Faculty shall be compensated for those duties, not both.

Athletic Director

- Athletic Director Summer Pay
- 2 weeks following Spring term (30 hours @ $28.50 per hour**)** $855.00 per week
- Additional weeks (30 hours @ $28.50 per hour) may be approved by the College President but are not guaranteed

12 hours reassigned time for eight sports, 15 hours reassigned time for nine sports per year.
Plus stipend for specific sports. See RFP section C.18
Effective on the first day of the academic year.
Amounts paid that exceed the amount shown must be approved by the Vice Chancellor Human Resources or designee.

Evening Supervision

- Compensation rate of two-tenths (0.2) load hour per section, with concurrent sections calculated as a single section, not to exceed thirty (30) sections per semester.
- Service Faculty are compensated based upon number of Service Faculty contract hours at the rate of two-tenths (0.2) load hour per contract hour, not to exceed thirty (30) hours per supervisor. Supervisors are not compensated for supervising sections they teach in the evening program (as defined in section 1.2 of faculty policy).

Summer Session Supervision

- Compensation will be at the rate of two-tenths (0.2) load hour per section, with concurrent sections calculated as a single section, not to exceed thirty (30) sections per session.
- Service Faculty are compensated based on the number of Service Faculty contract hours at the rate of two-tenths (0.2) load hour per contract hour, not to exceed thirty (30) hours per session per supervisor. Supervisors are not compensated for supervising sections they teach in the summer session (as defined in 1.2.).
  The necessity for summer supervision will be determined by the VPAA, or designee, in consultation with the Department/Division Chair, and if appropriate, the Occupational Program Director.

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B. Supervision Duties from Residential Faculty Policy (RFP)

Refer to full Residential Faculty Policy APPENDIX D - DEPARTMENT/DIVISION CHAIRS, OCCUPATIONAL PROGRAM DIRECTORS, EVENING SUPERVISORS, AND SUMMER SUPERVISORS for full list of duties, Remuneration, Overload Teaching, Administrative Reassigned Time, Clerical Support and Summer Extended Contract hours for the below listed.

On-Site Presence

All individuals serving in leadership roles shall be available in-person to Faculty, staff, and students. The specific on-site days and hours will be determined in consultation with the Department/Division Chair, Occupational or Academic Program Director, Service Program Director, or appropriate instructional administrator. Hours will be scheduled and posted.

Off-Campus Accountability

All individuals serving in leadership roles shall be available via e-mail and/or phone during hours determined in consultation with the Department/Division Chair, Occupational or Academic Program Director, Service Program Director or appropriate instructional administrator.

Department /Division Chairs

Department/Division Chairs shall be Residential Faculty, as defined by the RFP, who are accountable for the supervision or management of a Department/Division within the college. Each Chair shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan unless such duties are reassigned to other supervisory faculty. The Division/Department Chair will retain no less than 50% of the duties listed below.

Duties

Plan, manage, and oversee the Department/Division budget
Plan, manage, and oversee the Department/Division class schedule
Review and provide final approval for the selection of Adjunct Faculty
Review and provide final approval for the evaluation of Adjunct Faculty
Review and provide final approval for Department/Division reports (e.g., annual reports, staffing requests, program reviews)
Chair or appoint a designee to chair Residential Faculty position search committees
Participate in peer leadership group (e.g., Chair Council)
Facilitate Department/Division meetings
Participate in the resolution of conflicts
Participate in the resolution of student complaints
Identify, select, and evaluate other supervisory and non-supervisory roles in accordance with procedures set forth in the College Plan
Supervise, support, and evaluate Residential Faculty, according to the RFP
Supervise, support, and evaluate staff and temporary employees, according to the Staff Policy Manual
Communicate College and District objectives, policies, and procedures to Department/Division faculty and staff
Supervisory duties including evening and summer supervision

Occupational Program Director

Those Faculty members who are responsible for coordinating approved occupational programs may receive remuneration or reassigned time as determined by the College President.
Only the Occupational Program Director or the Department/Division Chair actually responsible for supervising and evaluating Faculty and/or Adjunct Faculty shall be compensated for those duties, not both.
Each Occupational Program Director shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

Oversee occupational program (e.g., supervise faculty and staff,
Coordinate completion of required program reports (e.g., program reviews)
Recruit, mentor, and evaluate Adjunct Faculty
Plan, manage, and oversee the program schedule
Ensure allocated resources are used effectively and efficiently
Facilitate the selection of the appropriate Instructional Council(s) representative(s)

B. Supervision Duties from Residential Faculty Policy (RFP)
(continued)

Department/Division Assistant Chairs

Based on the needs of the Department/Division, the Department/Division Chair may identify one or more individuals from the Residential Faculty of the Department/Division, in a manner prescribed in the College Plan, to serve in the following non-chair supervisory roles.
Department/Division Assistant Chairs shall be Residential Faculty, as defined by the RFP, who are accountable for the supervision or management of a Department/Division within the college. Each Assistant Chair shall perform a subset of the duties set forth in Section D.1.1.2. as assigned by the Chair.

Academic Program Director

Each Academic Program Director shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- Oversee academic program
- Coordinate completion of required program reports
- Recruit, mentor, and evaluate Adjunct Faculty
- Plan, manage, and oversee the program schedule
- Ensure allocated resources are used effectively and efficiently
- Facilitate the selection of the appropriate Instructional Council(s) representative(s)

Service Program Director

Each Service Program Director shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- Oversee service faculty area (e.g., Library or Counseling Services)
- Coordinate completion of required program reports
- Recruit, mentor, and evaluate Adjunct Faculty
- Plan, manage, and oversee the program schedule
- Ensure allocated resources are used effectively and efficiently
- Facilitate the selection of the appropriate Instructional Council(s) representative(s)

Lab Technician Supervisor

Each Lab Technician Supervisor shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- Recruit, mentor, and evaluate lab technicians
- Ensure allocated resources are used effectively and efficiently
- Coordinate lab schedule in coordination with Chair or designee

Evening Supervision

Evening supervisors provide supervision during the evening program.
Duties may include, but are not limited to, scheduling of classes, recruitment, selection and evaluation of Adjunct Faculty, resolution of problems, and supervision of staff. Specific duties will be determined in collaboration with the Division/Department Chairperson, Occupational Program Director, or appropriate instructional administrator, as appropriate.
Evening supervisors will be available in-person to Faculty, staff, and students in the Evening program.
Evening supervisors will be available on-site during the initial meetings of classes in accordance with the posted schedule determined in collaboration with the Department/Division Chair.
Evening supervisors will be available on-site on a periodic basis through the remainder of the semester in accordance with the posted schedule determined in collaboration with the Department/Division Chair. It is not expected that supervisors will be on campus every week.
Evening supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and will make their contact information available to those they supervise.

B. Supervision Duties from Residential Faculty Policy (RFP)
(continued)

Summer Session Supervision

Summer supervisors provide supervision during the summer session.
Duties may include, but are not limited to, scheduling of classes, recruitment, selection and evaluation of Adjunct Faculty, resolution of problems, and supervision of staff. Specific duties will be determined in collaboration with the Division/Department Chairperson, Occupational Program Director, or appropriate instructional administrator, as appropriate.
Summer supervisors will be available in-person to Faculty, staff, and students in the summer session. The specific on-site days and hours will be determined in consultation with the Department/Division Chair, Occupational Program Director, or appropriate instructional administrator, as appropriate, and should be reflective of class meeting times or, in the case of service faculty, summer hours of operation. Hours will be scheduled and posted.
Summer supervisors will be available on-site during the initial meetings of classes in accordance with the posted schedule determined in collaboration with the Department/Division Chair.
Summer supervisors will be available on-site on a periodic basis through the remainder of the session in accordance with the posted schedule determined in collaboration with the Department/Division Chair. It is not expected that supervisors will be on campus every week.
Summer supervisors will be available via e-mail and/or phone when the classes they supervise are meeting and will make their contact information available to those they supervise.

Non-Supervisory Leadership Roles

Lead Faculty
Each Lead Faculty shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- Oversee a specific discipline or cluster of disciplines
- Recruit, mentor, and evaluate Adjunct Faculty of a discipline or cluster of disciplines
- Plan, manage, and oversee the class schedule of a discipline or cluster of disciplines

Course Coordinator
Each Course Coordinator shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- Oversee the instruction of a particular course taught by Adjunct Faculty
- Recruit, mentor, and evaluate qualified Adjunct Faculty for a particular course
- Plan, manage, and oversee the course schedule for a particular course

Clinical Coordinator
Each Clinical Coordinator shall perform the following duties, in addition to any duties and responsibilities articulated in the College Plan:

- Oversee and coordinate the schedule of clinical activities in coordination with the Chair or designee
- Coordinate, monitor, and assign clinical care activities in coordination with the Chair or designee
- Recruit, mentor, and evaluate Adjunct Faculty
- Facilitate meetings, trainings, and required documentation for clinical coordination

Adjunct Faculty Evaluator
Each Adjunct Faculty Evaluator shall evaluate the teaching of assigned Adjunct Faculty in addition to any duties and responsibilities articulated in the College Plan.