



MARICOPA
COMMUNITY COLLEGES

FY 2017-2018 GUIDELINES FOR TEMPORARY JOBS AND ADDITIONAL EARNINGS

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Human Resource Administration Division

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MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

FY 2017-2018 GUIDELINES FOR TEMPORARY JOBS AND ADDITIONAL EARNINGS

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FY 2017-2018 GUIDELINES FOR TEMPORARY JOBS AND ADDITIONAL EARNINGS

I. General Procedures

The Governing Board approved the fiscal year 2017-2018 budget on May 23, 2017. The Temporary Guidelines remain in effect for fiscal year 2017-2018. Please see Administrative Procedures below for details and rules regarding temporary employment. On **February 5, 2018 the Classification and Compensation Study and HCM upgrade was implemented. Items in bold were impacted.**

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, MCCCCD 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.)

TEMPORARY EMPLOYEES

Seasons	# Weeks	Explanation	Payroll Dates
Fall Enrollment	6	4 weeks prior to start of classes; 2 weeks after start of classes.	07/22/17 – 07/28/17 07/29/17 – 08/04/17 08/05/17 – 08/11/17 08/12/17 – 08/18/17 08/19/17 – 08/25/17 08/26/17 – 09/01/17
Spring Enrollment	4	2 weeks prior to start of classes; 2 weeks after start of classes	12/30/17 – 01/05/18 01/06/18 – 01/12/18 01/13/18 – 01/19/18 01/20/18 – 01/26/18

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

Any previously employed MCCCCD 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 position with MCCCCD.

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

Request either the temporary hiring process or the additional earnings process in HCM. A new hire packet must be completed by the hiring department and kept on file prior to employment. By federal law, 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 and possesses and maintains 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 **employment**. The department will need to match the funds. State retirement will continue to be deducted until the temporary **employee** terminates. If the temporary employee is hired to

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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 **employment** begins July 1, the 20 weeks will occur around November 18th. Temporary employees are paid at the current temporary pay rates as listed on **tables below**.

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-34 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 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. You will be notified of these rate changes.

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.

II. Temporary Non-Faculty Full-Time Positions

ONE-YEAR ONLY / ONE-SEMESTER ONLY – SHORT TERM EMPLOYMENT

Employees serving in one-year only (OYO) **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://hr.maricopa.edu/benefits/coverage>

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.

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Salary placement for non-faculty OYO/OSO employees will **follow the Pay Placement policy 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 and Statement Agreement <https://business.maricopa.edu/sites/default/files/VSSA.doc> 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 Statutes.

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

The SIS assignment type refers to how the assignment will be created in the SIS system by the college schedulers.

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

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

TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
<u>(A) ATHLETICS AND FITNESS</u>							
Fitness Center Tech	Assists students, demonstrates proper techniques on equipment, and conducts orientation sessions.	\$10.87	\$15.60	4002		Time Entry	NCN
Fitness Center Orientation	Informs students of responsibilities and activities in the Fitness Center.	\$20.71	\$29.42	4006		Time Entry	NCN
Game Personnel	Serves as a Ticket Taker, Ticket Seller, Judge, Announcer, Scorer or Timer at games.	\$10.50	\$13.54	4011		Time Entry	NCN
Fitness Center Floor Supv	Oversees Fitness Center. No grading or roster management. Provides classroom management to all participants. May supervise other personnel in Fitness Center.	\$35.46	\$48.51	4012		Time Entry	NCN
Fitness Center Trainer	Trains students on use of equipment, answers and student questions.	\$31.06	\$48.51	4003		Time Entry	NCN
<u>(D) DISABILITY SERVICES</u>							
Sign Language Interpreter No Degree	Arizona Generalist Licenses or Legal A, C or D. No Degree.	\$49.38	\$49.38	4041		Time Entry	
Sign Language Interpreter AAS Degree	Arizona Generalist Licenses or Legal A, C or D. AAS Degree.	\$50.44	\$50.44	4042		Time Entry	
Sign Language Interpreter BA Degree	Arizona Generalist Licenses or Legal A, C or D. BA Degree.	\$51.48	\$51.48	4043		Time Entry	
Sign Language Interpreter MA Degree	Arizona Generalist Licenses or Legal A, C or D. MA Degree.	\$52.54	\$52.54	4044		Time Entry	
Sign Language Interpreter Provisional B	Arizona Provisional License A, B, or D	\$36.77	\$36.77	4047		Time Entry	
Sign Language Interpreter Provisional C	Arizona Provisional License C	\$29.42	\$29.42	4048		Time Entry	

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TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
<u>(D) DISABILITY SERVICES</u>							
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.	\$47.47	\$100.00	4040		Time Entry	
<u>(H) HOURLY INSTRUCTOR/EDUCATION SUPPORT</u>							
Music Instruction Hourly	Private music lessons. Provides music instruction to students.	\$42.03	\$42.03	4018		Time Entry	NCN
Non-Credit Instructor Hourly	Non-Credit Instructor. Rate determined by Program Administrator.	\$27.95	\$52.54	4022		Time Entry	NCN
Non-Credit Instructor Hourly Other	Instruction provided by other than RFP. Rate determined by Program Administrator.	\$27.95	\$73.55	4023		Time Entry	NCN
<u>(L) LEARNING ENHANCEMENT</u>							
Tutor	Assists students with coursework in various disciplines. Student Worker.	\$10.50	\$12.04	4035		Time Entry	
Student Learning Facilitator I	Assists students with coursework in various disciplines. No degree required.	\$10.50	\$17.33	4036		Time Entry	
Student Learning Facilitator II	Assists students with coursework in various disciplines. Bachelor's degree required.	\$12.42	\$18.91	4037		Time Entry	
Student Learning Facilitator III	Assists students with coursework in various disciplines. Master's degree required.	\$16.56	\$25.22	4038		Time Entry	
<u>(M) MISCELLANEOUS JOBS</u>							
Accompanist	Plays instrument for vocal and instrumental classes and/or performances.	\$20.71	\$31.52	4050		Time Entry	
Administrator in Charge Other	Serves as Administrator for program or department.	\$33.13	\$33.62	4053		Time Entry	
Curriculum Designer	Evaluates, develops and writes college curriculum. Determines essential content components. Resource to faculty/staff/ representatives from business industry and agencies.	\$16.02	\$16.02	4058		Time Entry	
Educational Development Non-Faculty	Non-faculty develops or enhances educational programs; or attends training.	\$27.27	\$27.27	4060		Time Entry	

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TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
(M) MISCELLANEOUS JOBS							
Life Drawing Model	Poses as model for short and long art sessions to provide anatomy, proportion, form and movement of the human form.	\$12.42	\$18.91	4062		Time Entry	
Non-Credit	Paid from account code 2.	\$10.50	\$42.03	4086		Time Entry	NCN
Program Advisors	Provides advisement, recruitment and retention services to students.	\$12.42	\$15.60	4064		Time Entry	
Site Supervisor A	Serves as on-site supervisor.	\$11.08	\$11.08	4069		Time Entry	
Site Supervisor B	Serves as higher level of on-site supervisor than Site Supervisor A.	\$12.55	\$12.55	4070		Time Entry	
Specially Funded	Paid based on grant monies. Outside of standard pay range.	\$10.50	\$63.05	4071		Time Entry	
Temp Level 2	Manual/unskilled labor; entry office workers with little to no experience. Equivalency: Salary Grades 100 to 105	\$10.50	\$12.41	4075		Time Entry	
Temp Level 3	Semi-skilled worker with training less than a full apprenticeship. OR Office, administration, project or technical requiring limited work experience & knowledge; generally up to 2 years' experience. Equivalency: Salary Grades 106 – 108	\$12.42	\$15.60	4076		Time Entry	
Temp Level 4	Skilled & Senior Skilled or paraprofessional worker requiring specialized knowledge/skill or training; technical specialist; may provide lead duties. Associate's degree/completion of training plus 2 years' work experience or equivalent. Equivalency: Salary Grades 109- 112	\$19.43	\$19.43	4367		Time Entry	
Temp Level 5	A highly skilled worker, entry level professional; work may be exempt/nonexempt. May have lead or limited supervisory responsibilities. Bachelor's degree + 1 yrs work experience or equivalent. Equivalency: Salary Grade 113	\$20.11	\$21.36	4077		Time Entry	
Temp Level 6	Fully competent and productive worker with up to 2 years' experience; work may be exempt/nonexempt & functional, project, office/administrative, professional, technical or may lead/supervise. Bachelor's + 2 years work experience or equivalent. Equivalency: Salary Grade 114	\$22.08	\$23.46	4078		Time Entry	
Temp Level 7	Professional supervisory work for a program, unit or function (or sub function) of at least 2 regular full time exempt employees. Or fully proficient professional individual contributor or SME as designated by the District. Bachelor's degree plus 2-3 years of work experience, or the equivalent. Some positions may routinely lead. Equivalency: Salary Grades 115-117	\$24.40	\$25.93	4079		Time Entry	
Temp Level 8	Business unit or departmental supervisor, 1st level manager or high level technical or professional individual contributor. Or district-wide project management work. Bachelor's degree plus 3-4 years' experience. Equivalency: Salary Grade 117-118	\$27.04	\$28.72	4080		Time Entry	

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TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
(M) MISCELLANEOUS JOBS							
Temp Level 9	Manage a department or business unit's ops, budget resources, goals, objectives and policy implementation; or advanced technical or professional work. Typically a bachelor's degree plus 4 or more years' experience w/ 2 years' supervisory experience, if applicable; or equivalent. May require a master's degree. Equivalency: Salary Grades 119	\$30.06	\$31.94	4081		Time Entry	
Temp Level 10	Sample roles include district-wide manager, senior project manager, assistant directors, highly skilled (staff specialist) IT professionals. Bachelor's + 5 years' work experience w/ 2 years' supervisory experience if applicable; or equivalent. Equivalency: Salary Grades 120	\$33.52	\$35.62	4082		Time Entry	
Temp Level 11	Roles include high level leaders at the College or District levels including district-wide Directors, business unit directors with oversight of budgets, resources, operations, strategies, compliance. Bachelor's degree + 5-6 years' work experience w/ 2 years' supervisory experience. Equivalency: Salary Grade 121	\$37.56	\$39.91	4083		Time Entry	
Temp Level 12	Academic, institutional, business operations, IT, administrative leader role with Bachelor's degree plus 6 or more years' work experience in field of specialization or expertise, or Master's degree plus 4 years' experience for academic or teaching leadership roles. Equivalency: Salary Grade 122-125	\$42.16	\$44.79	4084		Time Entry	
(O) SPECIAL SERVICES - OCCUPATIONAL/HEALTH							
Nursing Clinical Instructor	Supervises students in hospital rotations to assure proper techniques and procedures are followed. Responds to student questions. 2 hour minimum.	\$46.23	\$46.23	4091		Time Entry	NCN
Nursing Lab Instructor	Supervises students in hospital rotations to assure proper techniques and procedures are followed. Responds to student questions. 2 hour minimum.	\$45.55	\$46.23	4092		Time Entry	NCN
Dental Clinical Lab Associate	Provides clinical instruction in mixing materials. Must be a certified/registered Dental Hygienist. 2 hour minimum.	\$42.03	\$42.03	4097		Time Entry	NCN
Dental Lab Associate	Assists in clinical instruction of mixing materials. Must have applicable certification. 2 hour minimum.	\$14.87	\$14.87	4098		Time Entry	NCN
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.	\$47.28	\$47.28	4100		Time Entry	NCN
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.	\$13.46	\$22.06	4105		Time Entry	NCN

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TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
<u>(O) SPECIAL SERVICES - OCCUPATIONAL/HEALTH</u>							
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.	\$20.71	\$24.16	4106		Time Entry	NCN
Fire Academy Lab Tutor	Assists students with Fire Science coursework. Must have applicable certification.	\$15.23	\$15.23	4107		Time Entry	NCN
Fire Equipment Operator	Assists students with Fire Science program. Must have applicable certification.	\$21.02	\$21.02	4368		Time Entry	NCN
Fire Recruit Instructor	Assists students with Fire Science program. Must have applicable certification.	\$28.62	\$28.62	4108		Time Entry	NCN
Paramedic Class Lab Tutor	Paramedic or RN that tutors students. Must have applicable certification.	\$28.62	\$28.62	4109		Time Entry	NCN
Police Recruit Instructor	Assists students in Law Enforcement Training program. Must have applicable certification.	\$31.06	\$36.77	4111		Time Entry	NCN
<u>(P) POLICE</u>							
Off Duty Police Supervisor	Supervisor of 2 or more Officers and performs law enforcement duties at college functions.	\$35.00	\$40.00	4124		Time Entry	
Off Duty Police	Perform Police Officer duties at college functions. (1 officer/100 attendees).	\$25.00	\$30.00	4126		Time Entry	
<u>(S) STUDENTS HOURLY</u>							
Student Level 4	Student rate based on duties.	\$10.50	\$11.55	4153		Time Entry	
Student Level 5	Student rate based on duties.	\$11.65	\$15.60	4154		Time Entry	
<u>(W) WORK STUDY STUDENTS (Work Study only, not Temporary Part Time)</u>							
Work Study Student Level 4	Work Study Student rate based on duties.	\$10.50	\$11.55	4173		Time Entry	
Work Study Student Level 5	Work Study Student rate based on duties.	\$11.65	\$15.60	4174		Time Entry	

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The below temp job codes require the employee to enter time in order to receive pay.

When the employee does not have a positioned or primary job, the employee is to be hired onto a position using one of the job codes listed below.

If the employee has a position, use listed earnings code in order to pay the additional job(s).

TEMP JOB TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
<u>(H) HOURLY INSTRUCTOR/EDUCATION SUPPORT</u>							
Substitute Pay Day Instructional	Paid for each 25 minutes.	\$19.00	\$19.00	4028	SBD	Time Entry	
Substitute Pay Evening Instructional	Paid for each 25 minutes.	\$19.00	\$19.00	4029	SBE	Time Entry	
<u>(O) SPECIAL SERVICES - OCCUPATIONAL/HEALTH</u>							
CPAT Proctor	Candidate Physical Ability Test (CPAT) Proctor.	\$28.62	\$28.62	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 ($\geq .75$ FTE) will be eligible to participate in the District sponsored "flexible benefit" programs. Please refer to the benefits website.

<http://www.maricopa.edu/employees/divisions/hr/benefits/index>

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.

Employment of one-year only and one-semester only employees are handled through the Strategic Staffing department.

The following chart represents annual salaries. Fractional assignments ($\geq .75$ FTE) are prorated and will be based on the rates listed below and up to 4 points toward advanced placement.

Non High-Demand OYO Faculty Salary (teach 30 load hours)

Base Salary	1 Points	2 Points	3 Points	4 Points
\$48,819	\$50,584	\$52,900	\$54,940	\$56,980

High-Demand OYO Faculty

Base Salary	1 Points	2 Points	3 Points	4 Points
\$61,554	\$63,595	\$65,636	\$67,675	\$69,715

Disciplines are reviewed and identified each Fiscal Year by the Vice Presidents of Academic Affairs Council in conjunction with Occupational Administrators.

For 2017-2018, the High Demand areas listed below will be based on the rates listed above and up to 4 points toward advanced placement:

Health: Dental Hygiene, Dental Assisting, Medical Radiography, Nuclear Medicine, Nursing, Occupational Therapy Assistant, Physical Therapy Assistant, Radiation Therapy, Respiratory Therapy, Surgical Technology, Ultrasound, Electroneurodiagnostic, Health Information Management, EMT, and Occupational Safety & Health Technology

Sciences: Biology, Clinical Research, Chemistry, Physics, and Geology.

Other: Automotive-corporate specific (requires specific manufacturer certification), Aviation Technologies, Electric Utility Technology, Engineering, Manufacturing/Industrial Design, Paralegal/Legal Studies, Sign Language, Veterinary Technology, HVAC/Facilities, Water Technology, Polysomnography, and Reading

All individuals are placed at the applicable base salary and may be awarded higher placement depending upon degree attainment and relevant experience beyond the minimums. One point may be awarded for each degree attained in excess of the minimum degree required for the position, and each year of teaching or occupationally-related experience in

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excess of the minimum required. One point is worth \$2,000 and no more than four (4) points may be awarded; not to exceed \$8,000 (in any combination of degrees/experience).

V. Load

Adjunct Faculty

\$872, per load hour

- 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 11 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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As of the HCM R4 conversion:

Every employee requires at least one position number in order to generate pay
 Any additional earnings for an employee will be input using an earnings code

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

When the 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 will be monitored and enforced within the SIS system.

SIS ASSIGN TYPE	ASSIGNMENT TITLE	DESCRIPTION	TIME AND LABOR INFO
ADC	Adjunct Classified	Adjunct employees whose primary jobs are as classified employees	Load hour unit interface to Time and Labor Overtime automatically generated in Time and Labor if applicable
ADJ	Adjunct (instructional)	All credit-based instructional assignments to adjunct employees during Fall and Spring	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				
<u>(I) CREDIT – INSTRUCTIONAL</u>							
Adjunct Faculty Day	Per load hour.	\$872.00	\$872.00	4204		SIS	ADJ, ADC, CLK
Adjunct Faculty Evening	Per load hour.	\$872.00	\$872.00	4205		SIS	ADJ, ADC
Adjunct Faculty Summer Day	Per load hour.	\$872.00	\$872.00	4206		SIS	ADS, ADC

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ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
<u>(I) CREDIT – INSTRUCTIONAL</u>							
Adjunct Faculty Summer Evening	Per load hour.	\$872.00	\$872.00	4207		SIS	ADS, ADC
Residential Faculty Summer Day	Per load hour.	\$872.00	\$872.00	4208		SIS	RSM
Residential Faculty Overload Day	Per load hour.	\$872.00	\$872.00	4210		SIS	ROR
Residential Faculty Overload Evening	Per load hour.	\$872.00	\$872.00	4211		SIS	ROR
Residential Faculty Summer Evening	Per load hour.	\$872.00	\$872.00	4217		SIS	RSM
<u>(N) NON-CREDIT – INSTRUCTIONAL</u>							
Non-Credit Instruction	Based on hourly rate.	\$10.50	\$1,786.32	4359		SIS	NCR
<u>(U) SPECIAL SERVICES – MISCELLANEOUS</u>							
Service Faculty Adjunct Evening	Service Faculty Adjunct Evening. Per hourly rate. Counselor or Librarian.	\$48.00	\$48.00	4218		SIS	SAD
Service Faculty Adjunct Day	Service Faculty Adjunct Day. Per hourly rate. Counselor or Librarian.	\$48.00	\$48.00	4212		SIS	SAD
<u>(C) SPECIAL SERVICES – COACHES</u>							
Assistant Baseball Softball Coach	Serves as Assistant Baseball Softball Coach. Paid as stipend.	\$1,082.00	\$4,329.00	4321	ABS	Addl Pay	
Assistant Football Coach	Serves as Assistant Football Coach. 1.5 load hours for reassigned time.	\$1,285.00	\$5,139.50	4327	ACF	Addl Pay	RAS
Head Golf Coach	Serves as Head Golf Coach. 1.5 load hours for reassigned time.	\$1,183.00	\$4,733.50	4329	HCG	Addl Pay	RAS
Assistant Soccer Coach	Serves as Assistant Soccer Coach. 1.5 load hours for reassigned time.	\$926.00	\$3,703.50	4331	ACS	Addl Pay	RAS
Head Soccer Coach	Serves as Head Soccer Coach. 3.0 load hours for reassigned time.	\$1,484.00	\$5,938.00	4332	HCS	Addl Pay	RAS
Head Tennis Coach	Serves as Head Tennis Coach. 1.5 load hours for reassigned time.	\$1,183.00	\$4,733.50	4333	HCT	Addl Pay	RAS
Assistant Track Coach	Serves as Assistant Track Coach. 1.5 load hours for reassigned time.	\$926.00	\$3,703.50	4334	ACT	Addl Pay	RAS

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

FY 2017-2018 GUIDELINES FOR TEMPORARY JOBS AND ADDITIONAL EARNINGS

ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				

(C) SPECIAL SERVICES – COACHES

Head Track Coach	Serves as Head Track Coach. 3.0 load hours for reassigned time.	\$1,484.00	\$5,938.00	4335	HTC	Addl Pay	RAS
Assistant Volleyball Coach	Serves as Assistant Volleyball Coach. 1.5 load hours for reassigned time.	\$826.00	\$3,302.00	4336	ACV	Addl Pay	RAS
Head Volleyball Coach	Serves as Head Volleyball Coach. 3.0 load hours for reassigned time.	\$1,440.00	\$5,759.00	4337	HCV	Addl Pay	RAS

(F) SPECIAL SERVICES - ATHLETICS AND FITNESS

Athletic Director, or Trainer or Coach	Athletics Paid from Fund 1 or Fund 2. Performs duties as Director, Trainer or Coach. This should be used for summer 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	
Sport Info Director Basketball	Performs duties as Sport Info Director Basketball.	\$758.00	\$816.40	4279	SDB	Addl Pay	
Sport Info Director Softball	Performs duties as Sport Info Director Softball.	\$758.00	\$796.49	4227	SDS	Addl Pay	
Sport Info Director Volleyball	Performs duties as Sport Info Director Volleyball.	\$758.00	\$796.49	4226	SDV	Addl Pay	
Trainer Basketball Men's	Trainer for Basketball Men's.	\$1,919.00	\$1,919.00	4285	TMB	Addl Pay	
Trainer Basketball Women's	Trainer for Basketball Women's.	\$1,208.00	\$1,208.00	4345	TWB	Addl Pay	
Trainer Other Sports	Trainer for Other Sports.	\$1,208.00	\$1,208.00	4231	TOS	Addl Pay	
Trainer Softball	Trainer for Women's Softball.	\$1,208.00	\$1,208.00	4289	TRS	Addl Pay	
Trainer Baseball	Trainer for Baseball.	\$1,208.00	\$1,208.00	4286	TRB	Addl Pay	
Trainer Volleyball	Trainer for Volleyball.	\$1,208.00	\$1,208.00	4287	TRV	Addl Pay	

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

FY 2017-2018 GUIDELINES FOR TEMPORARY JOBS AND ADDITIONAL EARNINGS

ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				

(B) SPECIAL SERVICES - 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	
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	

(U) SPECIAL SERVICES – 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		Time Entry	
Instructional Consultant	Instructional Consultant.	\$10.50	\$2,842.36	4357		Time Entry	
Instructional Project Developer	Instructional Project Developer per project.	\$50.00	\$10,000	4366		One Time Pay	

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As of HCM R4 conversion, the following additional assignments will 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 will be paid on the employee's current primary job.

Or

Through extending original contract(s) when no Earnings code is provided

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.	\$1151.00	\$2579.00			Job	
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		DPT	Addl Pay	RAS
Evening Supervision	Formula based on sections or contract hours.	\$87.20	\$5,232.00		EVS	Addl Pay	RAS
Summer Supervision	Formula based on sections or contract hours.	\$87.20	\$5,232.00		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		OPD	Addl Pay	RAS
Department Chair Extended	Extended Department Chair summer. Per clock hour.	\$48.00	\$5,654.00		DCE	Addl Pay	RAS
Other Academic Supervision	Amount determined by Administration.	\$32.00	\$11,114.44		OAS	Addl Pay	RAS
Academic Advisors	Advises students in academics. Per clock hour.	\$30.00	\$30.00		ADA	Time Entry	
Advisor Activity Activities	Provides supervision and advising for students on college activities. Rate per activity.	\$1,337.00	\$1,405.41		AAA	One Time Pay	

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

FY 2017-2018 GUIDELINES FOR TEMPORARY JOBS AND ADDITIONAL EARNINGS

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		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.) Per clock hour.	\$28.00	\$28.00		EPC	Time Entry	
Honorariums	Pay rate per appearance.	\$100.00	\$100.00		HNM	One Time Pay	
Instructional Lab Faculty	Per load. See section 5.3.1 of RFP. Lab hours are those clock hours that exceed the credit hours for a particular course.	\$10.50	\$4,484.00			SIS	
Service Faculty Assignments Beyond Reg Base Contract in Summer	Service Faculty (Summer) not on prorated extended contracts.	\$48.00	\$48.00			SIS	RSS
Service Faculty Assignments Beyond Base Contract Not in Summer	Service Faculty (Exclusive of Summer) not on prorated extended contracts.	\$48.00	\$48.00			SIS	RSO
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	

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

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

FY 2017-2018 GUIDELINES FOR TEMPORARY JOBS AND ADDITIONAL EARNINGS

- 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.

ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		JOB CODE	EARN CODE	PAY TYPE	SIS ASSGN TYPE
		MINIMUM	MAXIMUM				
CO-OP Internship	Pay rate <u>per student.</u>	\$263.00	\$5,262.00		COI	One Time Pay	
Evaluation of Adjunct Faculty	Pay in absence of evening supervisor <u>per 25 minutes.</u>	19.00	19.00		EAF	Time Entry	
Eval Dual Enrollment Instructor	Pay for Eval Dual Enrollment Instructor. <u>Rate per evaluation.</u>	\$115.00	\$1,150.00		EDE	One Time Pay	

VI. Other Tasks

Instructional Project Developer

\$50.00 - \$10,000, per project

- Upon recommendation and approval of the Vice Chancellor Human Resources or designee additional pay may be granted to meet unique needs of the District.

VII. Experimental Assignment (Rate-TBD)

A College/District may request the establishment of a new assignment and a pay rate. Such requests shall not be used to avoid compliance with the adopted temporary pay rates, but rather, to respond to unique needs or opportunities that occur outside of the cycle for consideration of changes to the temporary pay rates or for which use of an existing rate would be unsuitable. Requests to create an experimental assignment shall be made to the Vice Chancellor of Human Resources and will contain a job title, proposed duties of the assignment and suggested rate of compensation. Information supporting the basis of the suggested rate of compensation should also be included. With authorization of the Vice Chancellor Human Resources, the specific experimental rate will be available until June 30 of the fiscal year approved. A College/District may request that an experimental assignment be made permanent through the established temporary pay rate consideration process.