



MARICOPA
COMMUNITY COLLEGES

FY 2016-2017 GUIDELINES FOR TEMPORARY EMPLOYEES & ASSIGNMENTS

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Human Resource Administration Division

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MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

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I. General Procedures

The Temporary Guidelines rates were approved by the Governing Board on May 27, 2014 as an action item for fiscal year 2014-2015, and were effective July 1, 2014. **They remain in effect for fiscal year 2016-2017.** Please see Administrative Procedures below for details and rules regarding temporary employment.

Please keep this document for future reference and share this information with individuals who process Online Assignments and Request for Personnel Services.

ADMINISTRATIVE PROCEDURES

Effective July 1, 2014, **until further notice**, MCCCDC 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: This does not apply to adjuncts. They are permitted to work no more than 25 hours in a week.)

TEMPORARY EMPLOYEES

Seasons	# Weeks	Explanation	Payroll Dates
Fall Enrollment	5	3 weeks prior to start of classes; 2 weeks after start of classes. (First day of class-08/20/16)	07/31/16 – 08/05/16 08/06/16 – 08/12/16 08/13/16 – 08/19/16 08/20/16 – 08/26/16 08/27/16 – 09/02/16
Spring Enrollment	5	3 weeks prior to start of classes; 2 weeks after start of classes (First day of class-01/14/17)	12/24/16 – 12/30/16 12/31/16 – 01/06/17 01/07/17 – 01/13/17 01/14/17 – 01/20/17 01/21/17 – 01/27/17

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

If the temporary employee qualifies for MCCCDC benefits due to not complying with the above requirements, it will be the responsibility of the department to fund the costs to provide benefits to the employee for the length of time determined under Federal regulations. Any full-time MCCCDC employee must have a minimum 26 week break before being eligible to be employed as a temporary employee with MCCCDC.

Online Assignments and Request for Personnel Services will be used to complete the hiring process. When completing the RPS form, please designate the number of hours per week worked on the form itself, not the total number of hours of the assignment. A new hire packet must be completed by the hiring department and be 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 assignment, 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

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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 should be 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 non-teaching job in addition to their regular 40 hours and are scheduled on a continuous basis over a period of time are due blended overtime. A full time non-exempt employee who also teaches will be paid regular overtime at 1.5 x 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 would be 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.

Night Differential

Any student or temporary who works between the hours of 8:00 P.M. – 4:00 A.M. will receive \$.25 per hour night differential added to their base pay. In order to receive the night differential, the student or temporary must work a minimum of 4 hours.

II. Temporary Non-Faculty Full-Time Positions

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

Employees serving in one-year only (OYO) temporary non-faculty assignments will not be covered by any employee group policy manual.

Employees serving in one-year only/one-semester only temporary non-faculty full time assignments ($\geq .75$ FTE) will be eligible to participate in the District sponsored "flexible benefit" program. Please refer to the benefits website for more information on benefits. <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.

Salary placement **upon initial hire** for OYO or OSO temporary non-faculty assignments. Salary placement will be on the 1st step of the grade to which assigned. Employees who are hired for non-exempt positions who provide satisfactory evidence of attainment of an Associate's degree or higher from an accredited institution shall be placed at the 2nd step of the grade to which assigned. OYO/OSO temporary non-faculty candidates for MAT positions who provide satisfactory evidence of attainment of a Bachelor's degree or higher from an accredited institution shall be placed at the 2nd step of the grade to which assigned. Upon recommendation and approval of the Vice Chancellor Human Resources or designee, additional steps may be granted to meet unique needs of the District.

Employment of one-year only and one-semester only temporary non-faculty employees will be handled through the Strategic Staffing department.

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PS/Crafts/M&O/Safety, Grades 4-12

Step 1-2 of grade for 9 month, 9.5 month and 12 month

MAT, Grades 13 – 20

Step 1-2 of grade

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 for Personnel Services, process online, and forward to the appropriate Fiscal/Department Administrator for approval and monitoring of budget during the Fiscal Year. Following the necessary approval, the online form should be forwarded to the Budget Office for account distribution. Retroactive approval and payment of Request for Personnel Services are not permissible.

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/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. An RPS appointment should be set up for employees who will be required to drive official vehicles according to the work they are being asked to perform.

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.

Temporary levels are comparable to equivalent job descriptions in MAT, PS, M&O, Crafts, and Safety for the rates listed below:

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JOB CODE	TEMP/RPS JOB TYPE/ JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
<u>(A) ATHLETICS AND FITNESS</u>					
4002	Fitness Center Tech	Assists students, demonstrates proper techniques on equipment, and conducts orientation sessions.	\$10.87	\$15.60	51310
4006	Fitness Center Orientation	Informs students of responsibilities and activities in the Fitness Center.	\$20.71	\$29.42	51310
4011	Game Personnel	Serves as a Ticket Taker, Ticket Seller, Judge, Announcer, Scorer or Timer at games.	\$8.15	\$10.51	51310 51316
4012	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	51310
4003	Fitness Center Trainer	Trains students on use of equipment, answers and student questions.	\$31.06	\$48.51	51310
<u>(D) DISABILITY SERVICES</u> <i>(2 hour minimum)</i>					
4041	Sign Language Interpreter No Degree	Arizona Generalist Licenses or Legal A, C or D. No Degree.	\$49.38	\$49.38	51310
4042	Sign Language Interpreter AAS Degree	Arizona Generalist Licenses or Legal A, C or D. AAS Degree.	\$50.44	\$50.44	51310
4043	Sign Language Interpreter BA Degree	Arizona Generalist Licenses or Legal A, C or D. BA Degree.	\$51.48	\$51.48	51310
4044	Sign Language Interpreter MA Degree	Arizona Generalist Licenses or Legal A, C or D. MA Degree.	\$52.54	\$52.54	51310
4047	Sign Language Interpreter Provisional B	Arizona Provisional License A, B, or D	\$36.77	\$36.77	51310
4048	Sign Language Interpreter Provisional C	Arizona Provisional License C	\$29.42	\$29.42	51310
4040	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	51310

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JOB CODE	TEMP/RPS JOB TYPE/ JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
<u>(E) REGULAR EMPLOYEE ADDITIONAL ASSIGNMENT</u>					
4135	CSF Ext Time Paid Hourly	CSF Extended Time Paid Hourly.	\$13.04	\$31.36	51311
4137	PS Ext Time Paid Hourly	PS Extended Time Paid Hourly.	\$11.33	\$27.64	51311
<u>(H) HOURLY INSTRUCTOR/EDUCATION SUPPORT</u>					
4018	Music Instruction Hourly	Private music lessons. Provides music instruction to students.	\$42.03	\$42.03	51313
4022	Non-Credit Instructor Hourly	Non-Credit Instructor. Rate determined by Program Administrator.	\$27.95	\$52.54	51127
4023	Non-Credit Instructor Hourly Other	Instruction provided by other than RFP. Rate determined by Program Administrator.	\$27.95	\$73.55	51127
4028	Substitute Pay Day Instructional	Paid for each 25 minutes.	\$19.00	\$19.00	51124
4029	Substitute Pay Evening Instructional	Paid for each 25 minutes.	\$19.00	\$19.00	51125
4027	Service Faculty Hourly Evening	Counselor or Librarian. Hourly rate for Evening.	\$47.50	\$47.50	51128 51129
4025	Service Faculty Hourly Day	Counselor or Librarian. Hourly rate for Day.	\$47.50	\$47.50	51128 51129
<u>(L) LEARNING ENHANCEMENT</u>					
4035	Tutor	Assists students with coursework in various disciplines. Student Worker.	\$8.15	\$9.35	51310
4036	Student Learning Facilitator I	Assists students with coursework in various disciplines. No degree required.	\$9.32	\$17.33	51310
4037	Student Learning Facilitator II	Assists students with coursework in various disciplines. Bachelor's degree required.	\$12.42	\$18.91	51310
4038	Student Learning Facilitator III	Assists students with coursework in various disciplines. Master's degree required.	\$16.56	\$25.22	51310

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JOB CODE	TEMP/RPS JOB TYPE/ JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
<u>(M) MISCELLANEOUS JOBS</u>					
4050	Accompanist	Plays instrument for vocal and instrumental classes and/or performances.	\$20.71	\$31.52	51310
4053	Administrator in Charge Other	Serves as Administrator for program or department.	\$33.13	\$33.62	51310
4058	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	51310
4060	Educational Development Non-Faculty	Non-faculty develops or enhances educational programs; or attends training.	\$27.27	\$27.27	51310
4062	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	51310
4086	Non-Credit	Paid from account code 2.	\$8.15	\$42.03	51310 51127
4064	Program Advisors	Provides advisement, recruitment and retention services to students.	\$12.42	\$15.60	51310
4069	Site Supervisor A	Serves as on-site supervisor.	\$11.08	\$11.08	51310
4070	Site Supervisor B	Serves as higher level of on-site supervisor than Site Supervisor A.	\$12.55	\$12.55	51310
4071	Specially Funded	Paid based on grant monies. Outside of standard pay range.	\$8.15	\$63.05	51310 51114 51127
4074	Temporary - Level 1	Duties comparable to equivalent job descriptions for Grades 1-4 for M&O and PS.	\$8.15	\$9.45	51310
4075	Temporary - Level 2	Duties comparable to equivalent job descriptions for Grades 5-7 for M&O, PS and Public Safety.	\$9.74	\$11.55	51310
4076	Temporary - Level 3	Duties comparable to equivalent job descriptions for Grades 8-10 for M&O, PS and Public Safety.	\$12.42	\$15.60	51310

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			MINIMUM	MAXIMUM	
<u>(M) MISCELLANEOUS JOBS (Continued)</u>					
4367	Temporary - Level 4	Duties comparable to equivalent job descriptions for Grades 10 for Crafts.	\$19.43	\$19.43	51310
4077	Temporary Equivalent to MAT Grade 13	Duties equivalent to MAT Grade 13. Paid at step 1-2 of grade.	\$20.11	\$21.36	51310
4078	Temporary Equivalent to MAT Grade 14	Duties equivalent to MAT Grade 14. Paid at step 1-2 of grade.	\$22.08	\$23.46	51310
4079	Temporary Equivalent to MAT Grade 15	Duties equivalent to MAT Grade 15. Paid at step 1-2 of grade.	\$24.40	\$25.93	51310
4080	Temporary Equivalent to MAT Grade 16	Duties equivalent to MAT Grade 16. Paid at step 1-2 of grade.	\$27.04	\$28.72	51310
4081	Temporary Equivalent to MAT Grade 17	Duties equivalent to MAT Grade 17. Paid at step 1-2 of grade.	\$30.06	\$31.94	51310
4082	Temporary Equivalent to MAT Grade 18	Duties equivalent to MAT Grade 18. Paid at step 1-2 of grade.	\$33.52	\$35.62	51310
4083	Temporary Equivalent to MAT Grade 19	Duties equivalent to MAT Grade 19. Paid at step 1-2 of grade.	\$37.56	\$39.91	51310
4084	Temporary Equivalent to MAT Grade 20	Duties equivalent to MAT Grade 20. Paid at step 1-2 of grade.	\$42.16	\$44.79	51310
<u>(O) SPECIAL SERVICES - OCCUPATIONAL/HEALTH</u>					
4370	CPAT Proctor	Candidate Physical Ability Test (CPAT) Proctor.	\$28.62	\$28.62	51310
4091	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	51310
4092	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	51310
4097	Dental Clinical Lab Associate	Provides clinical instruction in mixing materials. Must be a certified/registered Dental Hygienist. 2 hour minimum.	\$42.03	\$42.03	51310

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			MINIMUM	MAXIMUM	
<u>(O) SPECIAL SERVICES - OCCUPATIONAL/HEALTH (Continued)</u>					
4098	Dental Lab Associate	Assists in clinical instruction of mixing materials. Must have applicable certification. 2 hour minimum.	\$14.87	\$14.87	51310
4100	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	51310
4105	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	51310
4106	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	51310
4107	Fire Academy Lab Tutor	Assists students with Fire Science coursework. Must have applicable certification.	\$15.23	\$15.23	51310
4368	Fire Equipment Operator	Assists students with Fire Science program. Must have applicable certification.	\$21.02	\$21.02	51310
4108	Fire Recruit Instructor	Assists students with Fire Science program. Must have applicable certification.	\$28.62	\$28.62	51310
4109	Paramedic Class Lab Tutor	Paramedic or RN that tutors students. Must have applicable certification.	\$28.62	\$28.62	51310
4111	Police Recruit Instructor	Assists students in Law Enforcement Training program. Must have applicable certification.	\$31.06	\$36.77	51310
<u>(P) POLICE</u>					
4124	Off Duty Police Supervisor	Supervisor of 2 or more Officers and performs law enforcement duties at college functions.	\$35.00	\$40.00	51310
4126	Off Duty Police	Perform Police Officer duties at college functions. (1 officer/100 attendees).	\$25.00	\$30.00	51310

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JOB CODE	RPS JOB TYPE/ JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
	<u>(S) STUDENTS HOURLY</u>				
4152	Student Level 3	Student rate based on duties.	\$8.15	\$9.45	51316
4153	Student Level 4	Student rate based on duties.	\$9.58	\$11.55	51316
4154	Student Level 5	Student rate based on duties.	\$11.65	\$15.60	51316
	<u>(W) WORK STUDY STUDENTS (Work Study only, not RPS)</u>				
4172	Work Study Student Level 3	Work Study Student rate based on duties.	\$8.15	\$9.45	51320
4173	Work Study Student Level 4	Work Study Student rate based on duties.	\$9.58	\$11.55	51320
4174	Work Study Student Level 5	Work Study Student rate based on duties.	\$11.65	\$15.60	51320

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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 will be 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
\$48,336	\$50,083	\$52,376	\$54,396	\$56,416

High-Demand OYO Faculty

Base Salary	1 Points	2 Points	3 Points	4 Points
\$60,945	\$62,965	\$64,986	\$67,005	\$69,025

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

For **2016-2017**, 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.

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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 will be 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 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

\$863, 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 RPS 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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JOB CODE	ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
<u>(I) CREDIT – INSTRUCTIONAL</u>					
4203	Residential Faculty Extended Contract	Additional rate per week base salary divided by 39 weeks.	\$1,139.79	\$2,515.64	51114
4204	Adjunct Faculty Day	Per load hour.	\$863.00	\$863.00	51121
4205	Adjunct Faculty Evening	Per load hour.	\$863.00	\$863.00	51122
4206	Adjunct Faculty Summer Day	Per load hour.	\$863.00	\$863.00	51128
4207	Adjunct Faculty Summer Evening	Per load hour.	\$863.00	\$863.00	51128
4208	Residential Faculty Summer Day	Per load hour.	\$863.00	\$863.00	51128
4210	Residential Faculty Overload Day	Per load hour.	\$863.00	\$863.00	51112
4211	Residential Faculty Overload Evening	Per load hour.	\$863.00	\$863.00	51112
4217	Residential Faculty Summer Evening	Per load hour.	\$863.00	\$863.00	51128
<u>(N) NON-CREDIT – INSTRUCTIONAL</u>					
4359	Non-Credit Instruction	Based on hourly rate.	\$8.15	\$1,786.32	51127
<u>(Y) SUPERVISORY – INSTRUCTIONAL</u>					
4201	Department Division Chair	Formula % of base. A Faculty member may not receive pay/reassigned time as both a Dept/Div Chair/OPD.	\$111.13	\$45,000.00	51116
4202	Evening Supervision	Formula based on sections or contract hours.	\$86.30	\$5,178.00	51118
4219	Summer Supervision	Formula based on sections or contract hours.	\$86.30	\$5,178.00	51116 51117

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			MINIMUM	MAXIMUM	
<u>(Y) SUPERVISORY – INSTRUCTIONAL (Continued)</u>					
4209	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.	\$86.30	\$11,114.44	51114
4215	Department Chair Extended	Extended Department Chair summer. Per clock hour.	\$47.50	\$5,597.60	51116
4220	Other Academic Supervision	Amount determined by Administration.	\$32.00	\$11,114.44	51114 51121
<u>(F) SPECIAL SERVICES - ATHLETICS AND FITNESS</u>					
4200	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	51310
4274	Athletic Director Assistant	Performs duties as Athletic Director Assistant.	\$2,255.00	\$2,255.00	51310 51315
4276	Pom/Cheer Advisor	Performs duties as Pom/Cheer techniques.	\$811.50	\$1,705.41	51310 51315
4279	Sport Info Director Basketball	Performs duties as Sport Info Director Basketball.	\$758.00	\$816.40	51310
4227	Sport Info Director Softball	Performs duties as Sport Info Director Softball.	\$758.00	\$796.49	51310
4226	Sport Info Director Volleyball	Performs duties as Sport Info Director Volleyball.	\$758.00	\$796.49	51310
4285	Trainer Basketball Men's	Trainer for Basketball Men's.	\$1,900.00	\$1,900.00	51310
4345	Trainer Basketball Women's	Trainer for Basketball Women's.	\$1,196.00	\$1,196.00	51310
4231	Trainer Other Sports	Trainer for Other Sports.	\$1,196.00	\$1,196.00	51310
4289	Trainer Softball	Trainer for Women's Softball.	\$1,196.00	\$1,196.00	51310
4286	Trainer Baseball	Trainer for Baseball.	\$1,196.00	\$1,196.00	51310
4287	Trainer Volleyball	Trainer for Volleyball.	\$1,196.00	\$1,196.00	51310

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

JOB CODE	ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
<u>(C) SPECIAL SERVICES – COACHES</u>					
4321	Assistant Baseball Softball Coach	Serves as Assistant Baseball Softball Coach. Paid as stipend.	\$1,071.50	\$4,286.00	51314
4322	Head Baseball Softball Coach	Serves as Head Baseball Softball Coach. 3.0 load hours for reassigned time.	\$1,724.00	\$6,896.00	51314
4323	Assistant Basketball Coach	Serves as Assistant Basketball Coach. 1.5 load hours for reassigned time.	\$1,016.63	\$4,066.50	51314
4324	Head Basketball Coach	Serves as Head Basketball Coach. 3.0 load hours for reassigned time.	\$1,681.25	\$6,725.00	51314
4325	Head Cross-Country Coach	Serves as Head Cross-County Coach. 1.5 load hours for reassigned time.	\$1,071.50	\$4,286.00	51314
4327	Assistant Football Coach	Serves as Assistant Football Coach. 1.5 load hours for reassigned time.	\$1,272.13	\$5,088.50	51314
4329	Head Golf Coach	Serves as Head Golf Coach. 1.5 load hours for reassigned time.	\$1,171.63	\$4,686.50	51314
4331	Assistant Soccer Coach	Serves as Assistant Soccer Coach. 1.5 load hours for reassigned time.	\$916.75	\$3,667.00	51314
4332	Head Soccer Coach	Serves as Head Soccer Coach. 3.0 load hours for reassigned time.	\$1,469.75	\$5,879.00	51314
4333	Head Tennis Coach	Serves as Head Tennis Coach. 1.5 load hours for reassigned time.	\$1,171.63	\$4,686.50	51314
4334	Assistant Track Coach	Serves as Assistant Track Coach. 1.5 load hours for reassigned time.	\$916.75	\$3,667.00	51314
4335	Head Track Coach	Serves as Head Track Coach. 3.0 load hours for reassigned time.	\$1,469.75	\$5,879.00	51314
4336	Assistant Volleyball Coach	Serves as Assistant Volleyball Coach. 1.5 load hours for reassigned time.	\$817.38	\$3,269.50	51314
4337	Head Volleyball Coach	Serves as Head Volleyball Coach. 3.0 load hours for reassigned time.	1425.50	\$5702.00	51314
<u>(B) SPECIAL SERVICES - BAND, CHOIR, THEATRE</u>					
4221	Music Theatre	Music Theatre Paid from all Funds, Non-Director.	\$594.75	\$2,626.95	51315 51310

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

JOB CODE	ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
<u>(B) SPECIAL SERVICES - BAND, CHOIR, THEATRE (Continued)</u>					
4302	Choir Directors	Stipend. In lieu of stipend appropriate college approval must be received.	\$596.75	\$2,387.00	51315 51310
4303	Dance Concert Director	Per major production, not to exceed 4 per academic year.	\$2,565.50	\$2,565.50	51315 51310
4304	Musical Theatre Director	Per major production, not to exceed 4 per academic year.	\$2,565.50	\$2,565.50	51315 51310
4306	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	51315 51310
4307	Theatre Directors	Per major production, not to exceed 4 per academic year.	\$2,565.50	\$2,565.50	51315 51310
4308	Theatre Producer	Provides college theatre production(s) supervision, planning, and coordinating, budgetary, design and technical aspects of a production.	\$424.25	\$1,783.18	51315 51310
4300	Band Director	Two weeks @ \$706.00 for each 30 hour week.	\$706.00	\$2,965.00	51315 51310
4301	Band Assistant	One week @ \$706.00 for each 40 hour week.	\$706.00	\$2,387.00	51315 51310
<u>(U) SPECIAL SERVICES – MISCELLANEOUS</u>					
4223	Academic Advisors	Advises students in academics. Per clock hour.	\$29.50	\$29.50	51310 51114
4347	Administrator in Charge	Serves as administrator in charge for program or department.	\$32.00	\$33.62	51310 51114
4350	Advisor Activity Activities	Provides supervision and advising for students on college activities. Rate per activity.	\$1,337.00	\$1,405.41	51310 51114
4351	Advisor Student Government	Attends all student government meetings/functions. Advises students on proper procedures and adherence to various rules and regulations.	\$2,387.00	\$2,387.00	51310
4353	CO-OP Internship	Pay rate per student.	\$260.50	\$5,210.00	51310 51114

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

JOB CODE	ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
<u>(U) SPECIAL SERVICES - MISCELLANEOUS (Continued)</u>					
4354	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.	\$27.50	\$27.50	51310 51114 51311 51129
4356	Honorariums	Pay rate per appearance.	\$100.00	\$100.00	51310
4357	Instructional Consultant	Instructional Consultant.	\$10.00	\$2,842.36	51310 51114
4358	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.	\$10.00	\$4,484.00	51310
4236	Other - Paid from Fund 2 paid as stipend	Paid from Fund 2 paid as stipend.	\$17.50	\$4,658.63	51310 51114 51315 51127 51130
4237	Other - Paid from Fund 3 paid as stipend	Paid from Fund 3 paid as stipend.	\$13.70	\$4,658.63	51310 51114
4349	Other Paid from Fund 2 based on hourly rate	Paid from Fund 2 based on hourly rate.	\$8.15	\$1,759.93	51310 51114
4348	Other Paid from Fund 3 based on hourly rate	Other Paid from Fund 3 based on hourly rate.	\$8.15	\$1,759.93	51310 51114 51313
4218	Service Faculty Adjunct Evening	Service Faculty Adjunct Evening. Per hourly rate. Counselor or Librarian.	\$47.50	\$47.50	51128 51129
4212	Service Faculty Adjunct Day	Service Faculty Adjunct Day. Per hourly rate. Counselor or Librarian.	\$47.50	\$47.50	51128 51129
4309	Service Faculty Assignments Beyond Reg Base Contract	Service Faculty (Inclusive of Summer) not on prorated extended contracts.	\$47.50	\$47.50	51114
4235	Specially Funded Instruction	Based on hourly rate.	\$10.00	\$3,152.34	51112 51114 51121 51122 51310

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

JOB CODE	ASSIGNMENT TYPE/JOB TITLE	DESCRIPTION	RATES		OBJECT CODE
			MINIMUM	MAXIMUM	
<u>(U) SPECIAL SERVICES - MISCELLANEOUS (Continued)</u>					
4360	Speech Activities Director	Directs speech activities.	\$2,965.00	\$2,965.00	51310
4361	Speech Activities Assistant	Assists students in speech activities.	\$2,387.00	\$2,387.00	51310
4366	Instructional Project Developer	Instructional Project Developer per project.	\$200.00	\$3,105.75	51114 51310 51311
4371	Temporary Job Equivalent to MAT Grade 13	Job responsibilities equivalent to MAT Grade 13. Paid at step 1-2 of grade.	\$20.11	\$21.37	51310
4372	Temporary Job Equivalent to MAT Grade 14	Job responsibilities equivalent to MAT Grade 14. Paid at step 1-2 of grade.	\$22.08	\$23.46	51310
4373	Temporary Job Equivalent to MAT Grade 15	Job responsibilities equivalent to MAT Grade 15. Paid at step 1-2 of grade.	\$24.41	\$25.93	51310
4374	Temporary Job Equivalent to MAT Grade 16	Job responsibilities equivalent to MAT Grade 16. Paid at step 1-2 of grade.	\$27.04	\$28.73	51310
4375	Temporary Job Equivalent to MAT Grade 17	Job responsibilities equivalent to MAT Grade 17. Paid at step 1-2 of grade.	\$30.06	\$31.94	51310
4376	Temporary Job Equivalent to MAT Grade 18	Job responsibilities equivalent to MAT Grade 18. Paid at step 1-2 of grade.	\$33.52	\$35.62	51310
4377	Temporary Job Equivalent to MAT Grade 19	Job responsibilities equivalent to MAT Grade 19. Paid at step 1-2 of grade.	\$37.56	\$39.91	51310
4364	Wellness Incentive	Based on wellness criteria.	\$25.00	\$150.00	51310
4380	Dual Enrollment Supervisor	Supervisor of Dual Enrollment Instructor.	\$133.36	\$8,001.36	51114 51310
4390	Eval Dual Enrollment Instructor	Pay for Eval Dual Enrollment Instructor. Rate per evaluation.	\$114.00	\$1,140.00	51114 51310

MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

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 @ \$28.00 per hour) \$840.00 per week
- Additional weeks (30 hours @ \$28.00 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.19.

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.

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MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

VI. Other Tasks

Instructional Project Developer

\$200.00 - \$3,075.00, 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.

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MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

VIII. Stipends / Additional Pay For Specific Tasks EFFECTIVE 7/1/2016

Load Rate / Clock Hour Rate

Load rate for Adjunct and Residential Faculty	\$863.00
Clock Hour rate for those loaded in the Fitness Center Trainer	\$48.51
Clock Hour rate for Instructional Lab	\$44.84

Department Chair % of Residential Faculty Base

11%	\$4,889.72
1%	\$444.52
.5%	\$222.26

Academic Advisors/Assessment	\$29.50
Counselor/Librarian	\$47.50
Educational Development, Professional Growth Projects, or Summer Committees	\$27.50

Substitute pay – Instructional \$19.00 every 25 minutes

(7/1/14-6/30/14) Service Faculty Assignments Beyond Reg Base Contract	\$47.50
CO-OP/Internship	\$260.50

Fine Arts

Choir Director	\$2,387.00
Dance Concert Director	\$2,565.00 / production; maximum of 4 productions
Musical Theater Director	\$2,565.00 / production; maximum of 4 productions
Speech Activities Director	\$2,965.00
Speech Activities Assistant	\$2,387.00
Theater Director	\$2,565.00 / production; maximum of 4 productions

Other Functional Tasks:

Advisor, Student Government	\$2,387.00
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MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2016-2017 Guidelines for Temporary Employees and Assignments (Effective 7/1/2016)

VIII. Stipends / Additional Pay For Specific Tasks EFFECTIVE 7/1/2016

Athletic Director Summer Pay

2 weeks prior to Fall term (30 hours @ \$28.00 per hour) \$840.00 per week

2 weeks following Spring term (30 hours @ \$28.00 per hour) \$840.00 per week

Additional weeks (30 hours @ \$28.00 per hour) may be approved by the College President but are not guaranteed

Athletic Director Pay

Archery	\$656.50
Baseball/Softball	\$1,144.00
Basketball	\$1,638.00
Cross-Country	\$656.50
Football	\$1,638.00
Golf	\$656.50
Soccer	\$1,144.00
Tennis	\$656.50
Track	\$1,144.00
Volleyball	\$1,144.00
Wrestling	\$656.50
Assistant Athletic Director	\$2,255.00

Coach

Head Archery Coach	\$5,088.50
Assistant Baseball Softball Coach	\$4,286.00
Head Baseball Softball Coach	\$6,896.00
Assistant Basketball Coach	\$4,066.50
Head Basketball Coach	\$6,725.00
Head Cross-Country Coach	\$4,286.00
Assistant Football Coach	\$5,088.50
Head Football Coach	\$8,314.50
Head Golf Coach	\$4,686.50
Assistant Soccer Coach	\$3,667.00
Head Soccer Coach	\$5,879.00
Head Tennis Coach	\$4,686.50
Assistant Track Coach	\$3,667.00
Head Track Coach	\$5,879.00
Assistant Volleyball Coach	\$3,269.50
Head Volleyball Coach	\$5,702.00
Assistant Wrestling Coach	\$4,179.50
Head Wrestling Coach	\$6,725.00

Trainer

Trainer Basketball Men's	\$1,900.00
Trainer Basketball Women's	\$1,196.00
Trainer Other Sports	\$1,196.00
Trainer Women's Softball	\$1,196.00
Trainer Baseball	\$1,196.00
Trainer Cross-Country	\$1,196.00
Trainer Track Field	\$1,196.00
Trainer Volleyball	\$1,196.00
Trainer Wrestling	\$1,900.00
Trainer Football	\$2,122.50