

# 2017-2018 Hourly & Instructional Rate Schedule Effective July 1, 2017



Below is a table of the hourly rates, titles and grades approved for SLCC.

All hourly positions are limited to 125 hours per month or less. All applicants and new hires must apply and complete an official SLCC application located at the [SLCC jobsite](#). Supervisors are to select a title and corresponding rate from the schedule below and complete a Personnel Action Form (PAF). Submit the PAF with all required paperwork to Human Resources in a timely manner, preferably before the employee starts employment. New employees should generally start at entry levels of the assigned range. Students should be given preference. Women and minority hiring is encouraged. Hourly positions are generally variable and therefore carry less responsibility than a salaried position with a similar title. Hourly positions require time entry and must have appropriate approvals.

All exceptions to the Hourly Rate Schedule, either title or rate must be approved by the Assistant Vice President (AVP) of Human Resources. For consideration, submit your request and justification in writing to the [Director of Recruitment and Compensation](#). If your request is for a new addition to the schedule, include; proposed title, rate of pay requesting and a short 2-3 sentence description of duties and written justification on why the position is needed.

If a department chooses to convert an hourly position to a full-time, regular position, the department must provide funding for full benefits, with the appropriate approval and complete the full hiring process.

A "Contractual Services Agreement" is used when you want to pay a person who is not an employee of the college for a one-time project. Please contact the Accounts Payable Office.

Part-time Adjunct Instructors, refer to the Adjunct Workload document for limits.

Full-time Administrators/Staff, working in an adjunct capacity may not exceed 50% of normal full-time teaching load. The employee wishing to teach as adjunct faculty will need to have the permission of their current supervisor, meet the qualifications as required, and be selected by the appropriate academic administrator following College hiring procedures. If the adjunct teaching interferes with the employee's regular job, as determined by the primary supervisor, the employee may be required to give up the teaching assignment. Full-time Faculty may teach overload following the procedure listed in the Academic Guide.

|  |          |
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| <b>Part Time Hourly Grade 3 \$8.95 - \$9.85</b> .....                | <b>2</b> |
| <b>Part Time Hourly Grade 4 \$9.86 - \$10.85</b> .....               | <b>2</b> |
| <b>Part Time Hourly Grade 5 \$10.86 - \$11.93</b> .....              | <b>2</b> |
| <b>Part Time Hourly Grade 6 \$11.94 - \$13.12</b> .....              | <b>2</b> |
| <b>Part Time Hourly Grade 7 \$13.13 - \$14.44</b> .....              | <b>2</b> |
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### Part Time Hourly Grade 2 \$7.86 - \$8.94

|                        |                     |                  |
|------------------------|---------------------|------------------|
| Aide II                | Cashier I           | Clerk II         |
| Food Service Worker II | Game Room Attendant | Groundskeeper II |
| Trainer II             | Reader/Grader I     | Receptionist     |
| Scribe                 | Typist              |                  |

### Part Time Hourly Grade 3 \$8.95 - \$9.85

|                     |                        |                         |
|---------------------|------------------------|-------------------------|
| Aide III            | Audio-Visual Assistant | Cashier II              |
| Child Care Provider | Clerk III              | Food Service Worker III |
| Groundskeeper III   | Library Assistant      | Mail Clerk              |
| Math Lab Tutor      | Reader/Grader II       | Printer II              |
| Secretary I         | Server                 |                         |

### Part Time Hourly Grade 4 \$9.86 - \$10.85

|                        |                       |                     |
|------------------------|-----------------------|---------------------|
| Cashier III            | Child Care Provider I | Craft Helper        |
| Food Service Worker IV | Groundskeeper IV      | Reader/Grader III   |
| Server I               | Specialist            | Tutor Non-Certified |

### Part Time Hourly Grade 5 \$10.86 - \$11.93

|                  |                        |                          |
|------------------|------------------------|--------------------------|
| Accounting Clerk | Child Care Provider II | College Center Attendant |
| Custodian II     | Food Service Worker V  | Groundskeeper V          |
| IT Lab Aide I    | Laboratory Technician  | Parking Enforcer         |
| Printer III      | Secretary II           | Server II                |
| Specialist I     | Tool Room Attendant    | Tutor Certified I        |

### Part Time Hourly Grade 6 \$11.94 - \$13.12

|                      |                         |                    |
|----------------------|-------------------------|--------------------|
| Chef                 | Child Care Provider III | Custodian III      |
| Desktop Technician I | Electro/Mechanical Tech | IT Lab Aide II     |
| Lab Aide             | Programmer/Analyst I    | Server III         |
| Specialist II        | Telecom Technician I    | Tutor Certified II |

### Part Time Hourly Grade 7 \$13.13 - \$14.44

|                         |                     |                         |
|-------------------------|---------------------|-------------------------|
| Advisor I               | Chef I              | Child Care Provider IV  |
| Desktop Technician II   | HVAC Tech I         | Help Desk Technician II |
| IT Lab Aide III         | Lab Aide I          | Programmer/Analyst II   |
| Public Safety Officer I | Researcher I        | Secretary III           |
| Server IV               | Specialist III      | Statistical Clerk       |
| Telecom Technician II   | Tutor Certified III |                         |

### Part Time Hourly Grade 8 \$14.45 - \$15.88

|                          |                       |                          |
|--------------------------|-----------------------|--------------------------|
| Accounting Technician    | Automotive Technician | Carpenter                |
| Chef II                  | Child Care Provider V | Desktop Technician III   |
| Heating Engineer         | HVAC Tech II          | Help Desk Technician III |
| IT Lab Aide IV           | Lab Aide II           | Programmer Analyst III   |
| Public Safety Officer II | Researcher II         | Technician I             |
| Telecom Technician III   | Theater Technician    |                          |

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### Part Time Hourly Grade 9 \$15.89 - \$17.52

|                       |                         |                        |
|-----------------------|-------------------------|------------------------|
| Advisor II            | Child Care Provider VI  | Coordinator            |
| Desktop Technician IV | Help Desk Technician IV | Journeyman Electrician |
| Lab Aide III          | Technician II           | Telecom Technician IV  |

### Part Time Hourly Grade 10 Rate Varies

|  |                   |
|--|-------------------|
| Assistant Apprenticeship Administrator   | \$18.88 - \$19.63 |
| Assistant Coach/Sports Information Coordinator   | \$19.91 - \$29.92 |
| Curriculum Developer   | \$18.77 - \$33.33 |
| Instructional/ Media Designer  | \$18.77 - \$33.33 |
| Lab Aide IV  | \$17.17 - \$20.25 |
| Lab Coordinator  | \$16.85 - \$20.25 |
| LCSW   | \$22.34 - \$25.81 |
| Licensed Message Therapist   | \$22.35 - \$25.81 |
| Nurse Practitioner   | \$33.18 - \$48.33 |
| Operations Associate (bachelors degree required)   | \$17.50 - \$34.55 |
| Professional Entertainer   | \$8.01 - \$17.86  |
| Training Director  | \$28.30 - \$29.45 |
| Workshop Presenter (A one-time payment of \$100-\$150 if the employee is full-time <b>and</b> this beyond their regular position <b>and</b> hours. Hourly rate is for a regular presenter assignment performed consistently by a part-time employee) | \$18.77 - \$33.33 |

### Instructional Hourly Rates \$ Varies & Grade Varies

|   |                   |
|---|-------------------|
| (Grade 5) Adjunct Instructor            | \$16.21 - \$47.91 |
| (Grade 6) Teaching Assistant            | \$25.09 - \$44.58 |
| (Grade 7) Non-teaching training         | \$23.29           |
| Per weekly contact hour in any semester | \$786.00          |