Salt Lake Community College Human Resources People & Workplace Culture	Pay Rate Schedule for Part-Time Staff & Instruction
	Effective July 1, 2024 – June 30, 2025
	If you have questions regarding this document, please contact HR@slcc.edu or call ext. 4210

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Hourly Rates

Grade	Approved Titles	General Job Information	Hourly Min Rate	Hourly Max Rate
5	• Attendant • Cashier III • Chef • Child Care Provider II • Custodian II • Groundskeeper III • IT Lab Aide I • Lab Tech • Parking Enforcer • Secretary II • Specialist I • Tutor Non-Certified	Positions at this level perform functions of an entry level, routine and repetitive nature and involve a small degree of responsibility and judgment by the employee.	$15.00	$15.95
6	• Chef • Child Care Provider III • Custodian III • Desktop Tech I • Groundskeeper IV • IT Lab Aide II • Lab Aide • Specialist II • Tutor Certified I	Positions at this level perform functions of an entry level, semi-routine and repetitive nature and involve a lower degree of responsibility and judgment by the employee. The typical duties would require some knowledge, skill, credentials with experience.	$15.96	$16.73

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7	• Accounting Assistant • Advisor I • Chef I • Child Care Provider IV • Desktop Tech II • Groundskeeper V • HVAC Tech I • IT Lab Aide III • Lab Aide I • Secretary III • Specialist III • Tutor Certified II	Positions at this level perform varied and moderately multipart duties which require a moderate degree of responsibility and independent judgment. The typical duties would include those which provide assistance in areas of the college. Typical duties would require moderate knowledge, skill, credential with experience.	$16.74	$18.32
8	• Advisor II • Chef II • Child Care Provider V • IT Lab Aide IV • Lab Aide II • Program Associate I • Researcher II • Theater Technician • Tutor Certified III • Worker I	Positions at this level perform varied and moderately complex duties which require a moderate degree of responsibility and independent judgment. The typical duties would include those which provide assistance in large areas of the college. Typical duties would require moderate knowledge, skill, credential with experience.	$18.33	$20.33
9	• Advisor III, • Child Care Provider VI • Coordinator • IT Lab Aide V • Lab Aide III • Lead Tutor • Professional Entertainer • Program Associate II • Strategy Specialist • Worker II	Positions at this level perform duties which require a substantial degree of responsibility and independent judgment. The duties of these positions require awareness of departmental/division programs, as well as internal office procedures, to facilitate coordination of work within the unit. Typically requires a highly skilled knowledge, experience, and education.	$20.34	$30.90
10	Positions at this level require special skills. This includes positions requiring any combination of the following: a high degree of fiscal oversight, staff lead duties, resource allocation. Typically requires advanced skilled knowledge, experience, and education. Department specific or pre-requisites may exist for these position titles and rates.			

	Approved Title	Pre-requisite	Hourly Min Rate	Hourly Max Rate
	Academic Advisor	Academic Advising Dept only	$21.84	$39.76
	Asst Apprenticeship Lead		$22.61	$23.54
	Asst Coach/Sports Info Coordinator	Athletic Dept only	$25.29	$38.00
	Bus/Commercial Driver	CDL required	$22.30	$29.00
	Staff Corporate Trainer	Corporate Workshops and Training	$27.55	$99.86
	Curriculum Develop		$23.84	$42.33
	Grant Writer	OSP Dept only	$44.08	$51.19
	Instructional Media/Designer		$23.84	$42.33

	Interpreter	DRC Dept only	$19.21	$24.40
	Interpreter I	DRC Dept only	$24.41	$35.78
	Interpreter II	DRC Dept only	$35.79	$47.99
	Interpreter III	DRC Dept only	$48.00	$56.55
	LCSW	Pre-requisites	$28.89	$44.08
	Licensed Massage Therapist	Licensed required	$28.38	$32.75
	Nurse Practitioner	Nurse Requirement	$42.23	$61.39
	Nurse Observer	Testing Services Dept only	$35.02	$40.89
	Operations Associate	Bachelor's degree required	$22.25	$43.88
	Trainer		$22.04	$37.41
	Workshop Presenter		$23.84	$42.33
	-Full-time employees only: a one-time payment of $110 - $220 per workshop if presenter is full-time AND work is not part of regular job duty AND outside of 40-hour work week			

Adjunct/Instructional Pay

Grade	Approved Titles	General Job Information	Hourly Min Rate	Hourly Max Rate
PI5	Adjunct Instructor	A part-time employee responsible for teaching, grading, assessing student work, etc. on an hourly basis.	$23.81	$62.85
PI6	Teaching Assistant	A part-time employee who assists faculty in grading, assessing student work, teaching, sets up labs, etc. on an hourly basis.	$21.27	$58.46
PI7	Non-teaching training	To be used for training, professional development, department meetings, etc. for faculty.	$30.52	
PI9	Academic Operations Associate	For part-time Instructors completing non-instructional short-term projects. *Additional Assignment only*	$21.30	$48.46
Adjunct Contract	Adjunct Contract (Lecture)	The agreement between the part-time adjunct and the college to teach scheduled courses on a term-by-term basis. The compensation is determined by the contact hour rate and then distributed over the term agreement.	$1,030.00 per contract hour	
Adjunct Lab Contract	Adjunct Contract (Lab rate)	For Science Lab instruction	$671 per contract hour	
Adjunct Lab Contract	Adjunct Contract (Prison)	For courses taught at the Prison	$1217 per contract hour	
Workforce Training		**Part-time instructors for short term skill-based training**		
PF1	Workforce Trainer Level 1	• Generalist for a specific training or expertise • No Advanced or Special Certificates • 0-3 years industry experience	$23.12	$50.28
PF2	Workforce Trainer Level 2	• Specialized/Professional credential • Bachelor's degree equivalent • 3-7 years industry experience	$30.59	$57.23
PF3	Workforce Trainer Level 3	• Advanced Specialization/Professional credential • Bachelor's degree equivalent • 6+ years industry experience	$36.07	$62.85
PF4	Workforce Trainer Level 4	• Limited pool of qualified applicants • Budget paid outside of College Adjunct pooled funds *Requires PWC Approval*	$62.86 and above	

Instructions & Information

The above table contains the hourly rates, titles and grades approved for SLCC part-time employment. All staff hourly positions are limited to 125 hours per month or less, international, workstudy and adjunct may have separate hourly limits. College Overtime Policy/Procedure. 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 this schedule and complete a Personnel Action Form (PAF). Submit the PAF with all required paperwork to Human Resources in a timely manner, 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 (tracking of time) and must have appropriate approvals. *Employees are expected to complete required trainings within set guidelines, pay may be affected if completion has not taken place.* All exceptions to the Hourly Rate Schedule, either title or rate must be approved by the Director, Employment & Compensation. 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 hiring process. Part-time hourly rates are not associated to full-time rates. 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 Full-time Faculty Handbook for Compensation & Workload. 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.