

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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 |

| | | | | |
|----|---|---|------------------------|------------------------|
| 7 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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/Communications Staff | 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Specialized/Professional credential Bachelor's degree equivalent 3-7 years industry experience | \$30.59 | \$57.23 |
| PF3 | Workforce Trainer Level 3 | <ul style="list-style-type: none"> Advanced Specialization/Professional credential Bachelor's degree equivalent 6+ years industry experience | \$36.07 | \$62.85 |
| PF4 | Workforce Trainer Level 4 | <ul style="list-style-type: none"> 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.