

# MARICOPA COMMUNITY COLLEGES

## 2008-2009 TEMPORARY PAY RATES

(Items in Bold reflect changes)

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## I. General Procedures

The temporary pay rates were taken to the Governing Board on May 27, 2008 as an information item for fiscal year 2008-09. For your information, attached are the Temporary Pay Rates effective July 1.

Please print and maintain the attached for future reference and share this information with individuals who process Online Assignments and Request for Personnel Services.

### ADMINISTRATIVE PROCEDURES

**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. An I-9 and a new hire packet will need to be completed or on file prior to employment.

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 would begin after the 20-hour/20-week criteria is 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 the assignment begins July 1, the 20 weeks will occur around November 14<sup>th</sup>. Temporary employees are paid at the current temporary rates as listed on the temporary rate sheets.

### OVERTIME REMINDER

To comply with FLSA, non-exempt employees should be paid overtime or comp time for all hours worked over 40 in a workweek. This includes Professional Staff, M & O, Crafts, Specially Funded Professional Staff or M & O equivalent, and College Safety. Temporaries and students are considered non-exempt employees. Compensatory time may be used for temporary employees with **prior** approval from a Dean/Director or above. In order to be in compliance with federal regulations, it is necessary that compensatory time be tracked manually for temporary employees. Employees must be permitted to use accrued compensatory time within 60 days from when it was earned. If 60 days have passed and the supervisor has not granted compensatory time off, then overtime pay will be awarded. Individuals who teach in addition to their regular 40 hours are due blended overtime. For examples and methods to calculate overtime rate, check the Wage and Salary website at [www.dist.maricopa.edu/hrweb/wagesal](http://www.dist.maricopa.edu/hrweb/wagesal) or contact the Wage & Salary Department at 480-731-8602.

Changes to pay rates are governed by outside agencies may increase during the fiscal year. You will be notified of these rate changes.

For employees covered by the Residential Faculty Policy, please refer to Appendix C for the appropriate pay rate. For questions regarding temporary rates, please call Wage and Salary at 480-731-8602.

### Night Differential

Any student or temporary who works between the hours of 8:00pm – 12:00pm (midnight) 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 all 4 hours of the shift.

**Notetakers**

Employee status:

A student or temporary directed by an administrator/department to attend a class on a specific day and time to take notes. Notes will be released to the assigned department. These notetakers will be paid on a timecard at an hourly wage, within 2 of the temporary pay rates.

Independent contractor:

Administrator/department purchases notes from a student enrolled in the class. These notetakers will be paid a stipend amount on a MCCCDC Agreement for Enrollment Note-Taking Services, processed through Accounts Payable.

**II. Temporary Non-Faculty Full-Time Positions**

**ONE-YEAR ONLY – SHORT TERM EMPLOYMENT**

Persons serving in one-year only assignments will not be covered by any employee group policy manual.

Persons serving in one-year only assignments will be eligible to participate in the District sponsored "flexible benefit" program. Such persons will not earn vacation, but are entitled to bereavement and earn one illness day for each month of his/her 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. Illness days will not be carried forward into succeeding years nor will unused illness days be "bought."

**SIX (6) MONTH/ONE (1) SEMESTER ONLY**

Persons serving an assignment of less than six (6) months or less than one (1) semester will not be covered by any employee group policy manual. Persons serving in these assignments will not be eligible to take part in the District sponsored "flexible benefits" programs, nor earn vacation or illness days.

Salary placement for OYO or OSO non-faculty positions will be on the first (1st) step of the grade to which assigned. **Individuals who are hired for non-exempt positions who provide satisfactory evidence of attainment of an associates degree or higher from an accredited institution shall be placed at the second (2<sup>nd</sup>) step of the grade to which assigned. OYO/OSO candidates for MAT positions who provide satisfactory evidence of attainment of a bachelors degree or higher from an accredited institution shall be placed at the second (2<sup>nd</sup>) step of the grade to which assigned.** The Board, upon recommendation of the Vice Chancellor Human Resources, may grant additional steps to meet unique needs of the District.

Employment of One Year Only and (1) Semester Only persons will be handled through the Employment office.

*\*Language regarding ONE-YEAR ONLY – SHORT TERM EMPLOYMENT and SIX (6) MONTH/ONE (1) SEMESTER ONLY was reviewed and approved in June 2008.*

Athletic Specialist (12 months)

**\$42,193**

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

**Step 1-2 of grade for 9 mo, 9.5 mo and 12 months**

MAT, Grades 13 – 21

**Step 1-2 of grade**

### III. Hourly Positions

#### REQUEST FOR TEMPORARY HELP

To request temporary help, initiate the Request for Personnel Services, **process online** and forward to the appropriate Fiscal Agent/Department Administrator for approval. Following the necessary approval, the **online** form should be forwarded to the budget office for account distribution. Retroactive approval/payment of Request for Personnel Services is not permissible.

The Fiscal Agent or appointed designee should verify pay rates with Wage and Salary, and monitor usage in accordance with the budget. Rates that are paid need to be in accordance with the attached pay rates.

#### 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.

#### PROFESSIONAL SERVICES CONTRACTS

Professional Services Contracts are to be used only if the individual is truly an independent contractor. If there are questions regarding the use of this form please contact the legal department.

#### LEGAL/EMPLOYMENT POLICY REQUIREMENTS

The basic legal provisions governing the Arizona State Retirement systems operations are contained in Title 38, Chapter 5, Articles 2 and 2.1 of 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.

#### Hourly: MAT, PS, M&O, Crafts, Safety Equivalent:

Level 1	PS & M&O 1-4	\$7.50 - \$9.00
Level 2	PS, M&O & Safety 5-7	\$9.40 - \$11.00
Level 3	PS, M&O & Safety 8-10,12	\$12.00 - \$14.85
Level 4	Crafts only	\$18.50
Level 5	MAT 13-21	Step 1 of MAT grade

Administrator in Charge	\$32.00
Accompanist	\$20.00 – 30.00
Catering assistant	\$ 7.25
Credit by evaluation/examination	\$ 8.25
Chaperone	\$ 8.45
Course designer	\$11.75
Curriculum designer	\$15.25
EMT Programs:	
EMT Basic Class Lab Tutor (EMT basic Certified)	\$13.00 - <b>\$21.00</b>
EMT Basic Class Lab Tutor (Paramedic Certified)	\$20.00 - <b>\$23.00</b>
Paramedic Class Lab Tutor (Paramedic or RN)	\$27.25
Fire Academy:	
<b>Fire Academy Lab Tutor</b>	<b>\$14.50</b>
<b>Fire Recruit Instructors</b>	<b>\$27.25</b>
<b>Fire Equipment Operator</b>	<b>\$20.00</b>
<b>Fire Training Facility Operator</b>	<b>\$55.00</b>
<b>Candidate Physical Ability Test (CPAT) Procter</b>	<b>\$27.25</b>

ICAN Assessor	\$35.63
Interpreter (bilingual)	\$13.00 - <b>\$19.50</b>
Interpreter (two-hour min)	
RID CI & RID CT, NAD Level V or NIC Master & CDI	<b>\$47.00</b> no degree
	<b>\$48.00</b> AAS
	<b>\$49.00</b> BA
	<b>\$50.00</b> MA
RID CI CT, NAD Level IV or NIC <b>Advance</b>	<b>\$46.00</b>
NAD Level III or NIC Generalist	<b>\$45.00</b>
<b>Provisional License B</b>	<b>\$35.00</b>
<b>Provisional License C</b>	<b>\$28.00</b>
C-Print/Typwell Operator	\$23.00
Instructional Consultant	\$27.05
Life drawing model	\$12.00 - <b>\$18.00</b>
Nursing, clinical substitute, 2 hr minimum	<b>\$44.00</b>
Paradental programs (credit/non-credit)	
Dentist rate (restorative) 2 hr min	\$40.00
Dentist rate (hygiene exam) 2 hr min	\$45.00
Dental lab associate rate 2 hr min	\$14.15
Dental clinical lab associate 2 hr min	\$40.00
Dental assistant 2 hr min	\$12.00
Piano Tuner	<b>\$30.00-60.00</b>
Private music lessons	\$40.00
Student Learning Facilitators:	
Facilitator I No degree	\$9.00 - <b>\$16.50</b>
Facilitator II Bachelor's degree	\$12 - <b>\$18.00</b>
Facilitator III Master's degree	\$16 - <b>\$24.00</b>
Ticket taker/seller, Judge, Announcer, Scorer or Timer	\$7.25 - \$10.00
Tutor	\$7.25 - \$8.90
Tutor, allied health	\$9.15
Wellness incentive	\$25.00 - \$150.00

### **Site Supervisor**

<b>Level 1</b> .....	\$ 7.25
Turnkey ; Supervises Work Study Students On Site; Cancel Room Utilization	
<b>Level 2</b> .....	\$ 8.00
Turnkey; Supervises Work Study Students On Site; Cancel Room Utilization; Policing-Check For Classes; Being Held; Site Maintenance; Emergency Procedures	
<b>Level 3</b> .....	\$ 9.35
Turnkey; Supervises Work Study Students On Site; Cancel Room Utilization; Policing-Check For Classes; Being Held; Site Maintenance; Emergency Procedures; AV/Library Room Assignment & Changes; Student Questionnaire	
<b>Level 4</b> .....	\$ 10.55
Turnkey; Supervises Work Study Students On Site; Cancel Room Utilization; Policing-Check For Classes Being Held; Site Maintenance; Emergency Procedures; AV/Library Room Assignment & Changes; Student Questionnaire; Registration/Drop Add; Information Distribution Center; Weekly pick-up & Distribute Instructional Materials	
<b>Level 5</b> .....	\$ 11.95
Turnkey; Supervises Work Study Students On Site; Cancel Room Utilization; Policing-Check For Classes Being Held; Site Maintenance; Emergency Procedures; AV/Library Room Assignment & Changes; Student Questionnaire; Registration/Drop Add; Information Distribution Center; Weekly pick-up & Distribute Instructional Materials; Book/Sales Distribute	

### Agency Hourly Pay Rates

The following rates are dictated by the agency

Avondale police	3 hr min	\$30.00
Avondale police, supervisor		\$35.00
County sheriff deputy	4 hr min	\$40.00
Glendale police	3 hr min	\$30.00
Glendale traffic		\$35.00
Glendale police, supervisor of four or more		\$35.00
Mesa police	3 hr min	\$35.00
Mesa police, supervisor of three or more		\$40.00
Phoenix police, dependant on officers pay rate, 3 hr min		\$45.00 - \$50.00
Scottsdale police	3 hr min	\$35.00
Salt River Indian Community	3 hr min	\$35.00
Salt River Indian Community, supervisor of four or more		\$40.00

### IV. STIPENDS

Fencing Coach	\$3,460
Pom & Cheer Advisors	\$1,623/\$811 summer
Rodeo Coach	\$2,240
Box office coordinator	\$1,337
Facilities coordinator	\$1,337
Set designer	\$ 951
Theater producer	\$1,697
Advisor, activity	\$1,337 per activity

Sports Information Director (archery, football, basketball, baseball, softball, volleyball) \$758.00 each sport  
Sports Information Director (soccer, cross country, golf, tennis, track) \$324 each sport

## V. 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.

### ONE-YEAR ONLY – SHORT TERM EMPLOYMENT

Persons serving in one-year only assignments are not covered by the Residential Faculty policy manual.

Persons serving in one-year only assignments will be eligible to participate in the District sponsored "flexible benefit" program. Such persons will not earn vacation, but are entitled to bereavement and will earn one illness day for each month of his/her 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. Illness days will not be carried forward into succeeding years nor will unused illness days be "bought." **Faculty assignments will be paid at the rate listed below.**

### SIX (6) MONTH/ONE (1) SEMESTER ONLY

Persons serving an assignment of less than six (6) months or less than one (1) semester (if faculty) are not covered by the Residential Faculty policy manual. Persons serving in these assignments are not eligible to take part in the District sponsored "flexible benefits" programs, nor earn vacation or illness days.

Employment of One Year Only and (1) Semester Only persons will be handled through the Employment office.

The following chart represents annual salaries.

<u>OYO Faculty Salary*</u> (Teach 30-32 load hours; hold academic support hours, preparation, grading of papers and other work relating to the courses.)	<b>\$ 46,000</b>	<b>and up to 4 points toward advanced placement</b>
<u>High-Demand OYO Faculty*</u>	<b>\$ 58,000</b>	<b>and up to 4 points toward advanced placement</b>

**Disciplines will be identified in March each year by the Vice Presidents of Academic Affairs Council in conjunction with Occupational Administrators.**

**For 2008-09, the high demand areas are:**

**Health: Dental Hygiene, Dental Assisting, Medical Radiography, Nuclear Medicine, Nursing, Occupational Therapy Assistant, Physical Therapy Assistant, Radiation Therapy, Respiratory Therapy, Surgical Technology, and Ultrasound**

**Sciences: Biology, Chemistry, and Physics**

**Other: Automotive – corporate specific (requires specific manufacturer certification), Aviation Technologies, Electric Utility Technology, Manufacturing/Industrial Design, Paralegal/Legal Studies, Sign Language, and Veterinary Technology.**

**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 (1) 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 points may be awarded; not to exceed \$8,000 (in any combination of degrees/experience).

**Position Renewals – Individuals already employed as OYO/OSO faculty during the spring 2008 term shall have their salary computed under the provisions of the temporary rates applicable at the time of their initial hire if they are offered and accept a position renewal for 2008/2009.**

*\*Language regarding ONE-YEAR ONLY – SHORT TERM EMPLOYMENT and SIX (6) MONTH/ONE (1) SEMESTER ONLY was reviewed and approved in June 2008.*

#### VI. Load

Adjunct Faculty **\$804** per load hour  
**(Maximum 9 load hour or two [2] classes, whichever is greater. In the case of faculty with separate lecture/lab sections, any combination of related lecture/lab will be treated as one [1] class in determining load limits).**

#### VII. Other Tasks

Instructional Project Developer **\$200 - \$3000** per project

\* The Board, upon recommendation of the Vice Chancellor Human Resources, may grant advanced placement to meet the unique needs of the District.