

**EL CAMINO COMMUNITY COLLEGE DISTRICT
TEMPORARY, NON-CLASSIFIED SERVICE EMPLOYEE
HOURLY RATES OF PAY 2012-2013**

Effective January 1, 2013

THE HIRING DEPARTMENT MUST START ALL NEWLY HIRED TEMPORARY, NON-CLASSIFIED (CASUAL) HOURLY EMPLOYEES AT **RATE A IN ANY GIVEN LEVEL.**

In certain situations, a manager may require that a new casual employee be placed at a higher rate within any level, based on specific job-related knowledge and skills that the employee brings to the position. In this case, the requesting department must submit the Casual Employee Qualifications Checklist, and the Vice President of Human Resources must approve placement of the level and rate for each casual employee before submission of the Board item.

Level I – Provides basic help for basic tasks and duties under supervision.

Level II – Some work experience in the particular job field is mandatory. Duties include responsibility for more complex functions and tasks. This level requires minimal direct supervision.

Level III – Requires experience and specialized knowledge. Duties include a variety of advanced tasks pertaining to more complex work and/or skills. Must be capable of using independent judgment and able to serve as a lead to others who are less skilled.

Level IV – Extensive experience required. Should have specialized knowledge or training for specific functions. Strong independent judgment, leadership, and communication skills as well as knowledge of relevant College policies are necessary. Can work independently.

Level V – Extensive experience required. Must have specialized knowledge or training for specific functions as well as judgment and problem solving skills. Must be able to handle complex tasks and provide guidance and leadership. Knowledge of relevant College policies is necessary.

Level VI – Extensive experience required. Must have specialized and advanced knowledge or training for specific functions. Ability to apply independent judgment and problem solving skills without supervision is necessary. Must be able to handle complex tasks and provide guidance and leadership at a high level. Detailed knowledge of relevant College policies is necessary.

	Rate A	Rate B	Rate C	Rate D	Rate E
Level I	8.00	8.25	8.50	8.75	9.00
Level II	9.25	9.50	9.75	10.00	10.25
Level III	10.50	10.75	11.00	11.25	11.50
Level IV	11.75	12.00	12.25	12.50	12.75
Level V	13.00	13.25	13.50	13.75	14.00
Level VI	15.00	16.00	17.00	18.00	19.00

CAMPUS POLICE AIDE SERIES

Assists the department with duties which may include dispatch, Live Scan, parking enforcement, and other jobs essential to assisting Campus Police.

INSTRUCTIONAL AIDE SERIES

Assists with instructional support services which may include tutoring, teacher assistance, laboratory aid and other jobs associated with supporting instruction.

OFFICE AIDE SERIES

Assists with office and department support which may include general office, customer service, computer assistance, cashiering, stocking supplies and other jobs.

PROGRAM AIDE SERIES

Assists with duties that are related to daily operation and maintenance of a program and/or project.

SPORTS AIDE SERIES

Assists the athletic department with duties related to coordinating various sports programs and events.

THEATER AIDE SERIES

Assists the Center for the Arts with duties which may include ushering, ticket taking, greeting theater patrons and working backstage as part of the technical crew.

Employees must complete at least one (1) year of satisfactory work or at least 320 hours before being considered for advancement to the next rate. Justification for this must be provided in the form of a printed copy of the employee's cumulative hours from the TimeKeeper system when submitting the Board item.

PROFESSIONAL Series

Highly experienced professionals with consummate, specialized skills. Professional Certification or Bachelor's or Master's degree preferred.

Professional I - \$20.00 to \$33.00 per hour

Professional II - \$34.00 to \$47.00 per hour

Professional III - \$48.00 to \$61.00 per hour

Professional IV - \$62.00 and up per hour

Professional V - Lump sum amount based on percentage of enrollment fees

Professional Series titles are used for employees who are experienced professionals in their respective fields, having duties not similar to Classified or the previously mentioned Casual jobs.

- **Assistive Linguistics Professional:** sign-language interpreting, real-time captioning
- **Education Professional:** modeling, tutoring, preparing curriculum for not-for-credit classes
- **Medical Professional:** Physician, Nurse, Psychologist, & Chiropractic duties
- **Program Professional:** coordination, supervision, or maintenance of projects/programs
- **Training Professional:** provides training, expertise, leadership, & professional services

Professional Series employees working as a medical specialist (Psychological Assistant, Chiropractor, Clinical Psychologist, and Physician) must furnish a valid license and certification of malpractice insurance for no less than \$1,000,000.

RESTRICTIONS

Casual employees may not exceed 170 working days within the fiscal year. This is to be a cumulative figure, the sum being the combined days of multiple work locations. Hiring managers must continually monitor and confirm that less than 170 working days is maintained.

Revised and Board Approved: August 20, 2012