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I. General Procedures

The temporary pay rates were taken to the Governing Board on June 11, 2013 as an action item for fiscal year 2013-2014, are effective July 1, 2013. Effective July 1, 2013 the Skill Centers will use the temporary pay rates as included in this document. Effective July 1, 2013 total hours worked by temporary employees has been revised due to the Affordable Care Act (ACA). Please see Administrative procedures below for details.

Pay rates that were assigned a range in FY 2012-2013 will be returned to a single rate and all temporary employees must receive the associated single rate of pay.

Athletic Specialist (Job Code 1930) will be removed from Temporary Pay Rates and placed under the Non-Classified Policy (A-28) of the Staff Policy and Procedure Manual.

Please keep this document for future reference and share this information with individuals who process Online Assignments and Request for Personnel Services.

ADMINISTRATIVE PROCEDURES

Effective July 1, 2013, MCCCD will allow each temporary employee an allotment of 1300 hours over a twelve (12) month period. The twelve (12) month period is determined by the employee’s first day of work for MCCCD. If the employee was already working for MCCCD as of July 1, 2013, their twelve (12) month period will begin as of July 1, 2013. If the employee is hired after July 1, 2013, their twelve (12) month period will begin as of their hire date. The 1300 hours is equivalent to an employee working an average of 25 hours per week for 52 weeks.

Temporary employees are not permitted to work at multiple college locations concurrently. Once the current assignment ends, the employee can work for another college location. Total hours between assignments and locations cannot exceed the 1300 hour limit. Employees must have a 26 consecutive week break in assignments once they meet the 1300 limit before being rehired.

If the employee qualifies for MCCCD benefits due to not complying with the above requirements, it will be the responsibility of the department to fund the costs to provide benefits to the employee for the length of time determined under Federal regulations.

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. A new hire packet will need to be completed or on file prior to employment. By federal law, Section 2 of Form I-9 must be completed within three business days of the first day of work for pay.

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 will begin after the 20-hour/20-week criteria are 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 14th. Temporary employees are paid at the current temporary pay rates as listed on the temporary pay rate sheets.
OVERTIME REMINDER
To comply with FLSA, non-exempt employees should be paid overtime 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. Non-exempt individuals who perform a second job in addition to their regular 40 hours and are scheduled on a continuous basis over a period of time are due blended overtime. If the employee undertakes sporadic, occasional or seasonal work-less than one month and solely at the employee’s option, which is in a different capacity than the capacity in which the employee is regularly employed, the overtime hours would be compensated at the regular overtime rate for the position and not the blended rate, unless the type of work performed meets the narrow criteria for being exempt from the overtime rate. (Examples of this employment would be ticket takers, chaperones and referees related to a specific event).

Changes to temporary pay rates that 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 and D for the appropriate pay rate.

Night Differential
Any student or temporary who works between the hours of 8:00 P.M. – 4:00 A.M. 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 a minimum of 4 hours.

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 Note-Takers 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 Note-Takers will be paid a stipend amount on a MCCCD Agreement for Enrollment Note-Taking Services, processed through Accounts Payable.

II. Temporary Non-Faculty Full-Time Positions

ONE-YEAR (1) ONLY – SHORT TERM EMPLOYMENT
Employees serving in one-year (1) only (OYO) assignments will not be covered by any employee group policy manual.

Employees serving in one-year (1) only full time assignments will be eligible to participate in the District sponsored “flexible benefit” program provided the employee qualifies for six (6) months or more of coverage. Such employees will not earn vacation, but are entitled to bereavement leave and earn one illness day for each month of 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
Employees 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. Employees 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. Employees who are hired for non-exempt positions who provide satisfactory evidence of attainment of an Associate’s degree or higher from an accredited institution shall be placed at the second (2nd) step of the grade to which assigned. OYO/OSO candidates for MAT positions who provide satisfactory evidence of attainment of a Bachelor's degree or higher from an accredited institution shall be placed at the second (2nd) 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 (1) Only and One (1) Semester Only employees will be handled through the Strategic Staffing department.

**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/Department Administrator for approval and monitoring of budget during the Fiscal Year. Following the necessary approval, the online form should be forwarded to the Budget Office for account distribution. Retroactive approval and payment of Request for Personnel Services are not permissible.

**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 Office of General Counsel.

**LEGAL/EMPLOYMENT POLICY REQUIREMENTS**
The basic legal provisions governing the Arizona State Retirement systems operations are contained in Arizona Revised Statues.

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.

Temporary levels are comparable to equivalent job descriptions in MAT, PS, M&O, Crafts, and Safety for the rates listed below:

<table>
<thead>
<tr>
<th>Level</th>
<th>Grading Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Grades 1-4 for PS &amp; M&amp;O</td>
<td>$8.00 - $9.36</td>
</tr>
<tr>
<td>Level 2</td>
<td>Grades 5-7 for PS, M&amp;O, &amp; Safety</td>
<td>$9.64 - $11.44</td>
</tr>
<tr>
<td>Level 3</td>
<td>Grades 8-10 for PS, M&amp;O, &amp; Safety</td>
<td>$12.30 - $15.45</td>
</tr>
<tr>
<td>Level 4</td>
<td>Grades 10 for Crafts</td>
<td>$19.24</td>
</tr>
<tr>
<td>Level 5</td>
<td>MAT 13-21</td>
<td>Steps 1-2 of MAT grade</td>
</tr>
</tbody>
</table>
### Administrator in Charge
Administrator in Charge $33.29

### Accompanist
Accompanist $20.50 - $31.21

### Catering Assistant
Catering Assistant $8.00

### Credit by Evaluation/Examination
Credit by Evaluation/Examination $8.58

### Chaperone
Chaperone $8.79

### Course Designer
Course Designer $12.23

### Curriculum Designer
Curriculum Designer $15.86

### EMT Programs:
- **EMT Basic Class Lab Tutor (EMT basic Certified)** $13.33 - $21.84
- **EMT Basic Class Lab Tutor (Paramedic Certified)** $20.50 - $23.92
- **Paramedic Class Lab Tutor (Paramedic or RN)** $28.34

### Fire Academy:
- **Fire Academy Lab Tutor** $15.08
- **Fire Recruit Instructors** $28.34
- **Fire Equipment Operator** $20.81
- **Fire Science** $51.25 - $58.26
- **Fire Training Facility Operator** $57.22
- **Candidate Physical Ability Test (CPAT) Procter** $28.34

### Fitness Center:
- **Fitness Center Floor Supervisor** $35.11
- **Fitness Center Instructor Day/Eve (Based on load)** $48.03
- **Fitness Center Orientation** $20.50 - $29.13
- **Fitness Center Tech** $10.76 - $15.45

### ICAN Assessor
ICAN Assessor $37.06

### Interpreter, No Degree
- **RDI CI & RID CT, NAD All Levels or NIC All Levels & CDI, No Deg.** $48.89
- **RDI CI & RID CT, NAD All Levels or NIC All Levels & CDI, AAS Deg.** $49.94
- **RDI CI & RID CT, NAD All Levels or NIC All Levels & CDI, BA Deg.** $50.97

### Interpreter, AAS Degree
- **RDI CI & RID CT, NAD All Levels or NIC All Levels & CDI, AAS Deg.** $52.02
- **RDI CI or CT.** $47.86

### Interpreter, BA Degree
- **Provisional License B.** $36.41
- **Provisional License C.** $29.13

### Interpreter, MA Degree
- **Provisional License C.** $23.92

### Interpreter, Provisional
- **Create Braille documents from electronic files utilizing software to emboss, translate, reformat, and collate documents into Braille format.**

### Interpreter, Bilingual
Interpreter, Bilingual $13.33 - $20.28

### Instructional Consultant
Instructional Consultant $28.14

### Life Drawing Model
Life Drawing Model $12.30 - $18.73

### Nursing, Clinical substitute, 2 hour minimum
Nursing, Clinical substitute, 2 hour minimum $45.78

### Dental programs (Credit/Non-Credit)
- **Dentist rate (Restorative), 2 hour minimum** $41.62
- **Dentist rate (Hygiene exam), 2 hour minimum** $46.81
- **Dental Lab Associate rate, 2 hour minimum** $14.72
- **Dental Clinical Lab Associate, 2 hour minimum** $41.62
- **Dental Assistant, 2 hour minimum** $14.72

### Piano Tuner
Piano Tuner $30.75 - $104.04

### Police Recruit Instructor
Police Recruit Instructor $30.75 - $36.41

### Music Instruction Hourly
Music Instruction Hourly $41.62

### Student Learning Facilitators:
- **Facilitator I** No degree $9.23 - $17.16
- **Facilitator II** Bachelor’s degree $12.30 - $18.73
- **Facilitator III** Master’s degree $16.40 - $24.97
MARICOPA COUNTY COMMUNITY COLLEGES DISTRICT

2013-2014 TEMPORARY PAY RATES (Effective 7/1/2013)

Game Personnel (Ticket Taker/Seller, Judge, Announcer, Scorer or Timer) $8.10 - $10.40
Truck Driving $20.50 - $41.62
Tutor $8.00 - $9.26
Tutor, Allied Health $9.38 - $15.60

Site Supervisor
Level 1 ………………………………………………………………….................. $8.00
Turnkey; Supervises Work Study Students On-Site; Cancel Room Utilization

Level 2 ……………………………………………………………………………….. $8.32
Turnkey; Supervises Work Study Students On-Site; Cancel Room Utilization; Policing-Check For Classes; Being Held; Site Maintenance; Emergency Procedures

Level 3 ……………………………………………………………………………….. $9.73
Turnkey; Supervises Work Study Students On-Site; Cancel Room Utilization; Policing-Check For Classes; Being Held; Site Maintenance; Emergency Procedures; AV/Library Room Assignment and Changes; Student Questionnaire

Level 4 ……………………………………………………………………………….. $10.97
Turnkey; Supervises Work Study Students On-Site; Cancel Room Utilization; Policing-Check For Classes; Being Held; Site Maintenance; Emergency Procedures; AV/Library Room Assignment and Changes; Student Questionnaire; Registration/Drop Add; Information Distribution Center; Weekly Pick-Up and Distribute Instructional Materials

Level 5 ……………………………………………………………………………….. $12.42
Turnkey; Supervises Work Study Students On-Site; Cancel Room Utilization; Policing-Check For Classes; Being Held; Site Maintenance; Emergency Procedures; AV/Library Room Assignment and Changes; Student Questionnaire; Registration/Drop Add; Information Distribution Center; Weekly Pick-Up and Distribute Instructional Materials; Book/Sales Distribute

Agency rates:
Avondale Police 3 hour minimum $35.00
Avondale Police, Supervisor $40.00
Chandler Police 2 hour minimum $53.13
Chandler Police, Supervisor of 3 or more $67.29
Maricopa County Sheriff Deputy 4 hour minimum $30.00 - $35.00
Glendale Police 3 hour minimum $30.00
Glendale Police, Traffic 3 hour minimum $35.00
Glendale Police, Supervisor of 4 or more $35.00
Mesa Police 3 hour minimum $35.00
Mesa Police, Supervisor of 3 or more $40.00
Phoenix Police 3 hour minimum $40.00 - $50.00
Salt River Indian Community 3 hour minimum $40.00
Salt River Indian Community, Supv 4 or more $45.00
Scottsdale Police 3 hour minimum $35.00
### IV. Stipends for Specific Tasks

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellness Incentive</td>
<td>$25.00 - $150.00</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>$1,337.00/$1,390.99</td>
</tr>
<tr>
<td>Set Designer</td>
<td>$237.75/$989.40</td>
</tr>
<tr>
<td>Theater Producer</td>
<td>$424.25/$1,765.52</td>
</tr>
<tr>
<td>Advisor Activity/Activities</td>
<td>$1,337.00/$1,391.50, per activity</td>
</tr>
<tr>
<td>Fencing Coach</td>
<td>$902.25/$3,609.00</td>
</tr>
<tr>
<td>Pom/Cheer Advisors</td>
<td>$811.50/$1,688.53, summer</td>
</tr>
<tr>
<td>Rodeo Coach</td>
<td>$582.63/$2,330.50</td>
</tr>
<tr>
<td>Box Office Coordinator</td>
<td>$1,337.00/$1,390.99</td>
</tr>
<tr>
<td>Assistant Athletic Director</td>
<td>$2,232.50</td>
</tr>
<tr>
<td>Archery Coach</td>
<td>$5,038.00</td>
</tr>
<tr>
<td>Cross Country Coach</td>
<td>$4,243.50</td>
</tr>
<tr>
<td>Golf Coach</td>
<td>$4,640.00</td>
</tr>
<tr>
<td>Head Baseball/Softball Coach</td>
<td>$6,827.50</td>
</tr>
<tr>
<td>Assistant Baseball/Softball Coach</td>
<td>$4,243.50</td>
</tr>
<tr>
<td>Head Basketball Coach</td>
<td>$6,658.50</td>
</tr>
<tr>
<td>Assistant Basketball Coach</td>
<td>$4,026.00</td>
</tr>
<tr>
<td>Head Football Coach</td>
<td>$8,232.00</td>
</tr>
<tr>
<td>Assistant Football Coach</td>
<td>$5,038.00</td>
</tr>
<tr>
<td>Head Soccer Coach</td>
<td>$5,821.00</td>
</tr>
<tr>
<td>Assistant Soccer Coach</td>
<td>$3,630.50</td>
</tr>
<tr>
<td>Head Track Coach</td>
<td>$5,821.00</td>
</tr>
<tr>
<td>Assistant Track Coach</td>
<td>$3,630.50</td>
</tr>
<tr>
<td>Head Volleyball Coach</td>
<td>$5,645.50</td>
</tr>
<tr>
<td>Assistant Volleyball Coach</td>
<td>$3,237.00</td>
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<tr>
<td>Head Wrestling Coach</td>
<td>$6,658.50</td>
</tr>
<tr>
<td>Assistant Wrestling Coach</td>
<td>$4,138.00</td>
</tr>
<tr>
<td>Tennis Coach</td>
<td>$4,640.00</td>
</tr>
<tr>
<td>Trainer – Football</td>
<td>$2,101.50</td>
</tr>
<tr>
<td>Trainer – Basketball/Wrestling</td>
<td>$1,881.00</td>
</tr>
<tr>
<td>Trainer – Baseball/Track/Other</td>
<td>$1,184.00</td>
</tr>
<tr>
<td>Trainer – Women’s Volleyball</td>
<td>$1,184.00</td>
</tr>
<tr>
<td>Trainer – Women’s Softball</td>
<td>$1,184.00</td>
</tr>
<tr>
<td>Trainer – Track and Field</td>
<td>$1,184.00</td>
</tr>
<tr>
<td>Sports Information Director:</td>
<td>$758.00/$788.60, each sport</td>
</tr>
<tr>
<td>Football, Basketball, Baseball, Softball, Volleyball</td>
<td></td>
</tr>
<tr>
<td>Sports Information Director:</td>
<td>$324.00/$337.08, each sport</td>
</tr>
<tr>
<td>Archery, Soccer, Cross Country, Golf, Tennis, Track</td>
<td></td>
</tr>
</tbody>
</table>
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.

SHORT TERM EMPLOYMENT – ONE-YEAR (1) ONLY (OYO) AND ONE-SEMESTER (1) ONLY (OSO)
Employees serving in one-year (1) only (OYO) and one-semester (1) only (OSO) assignments are not covered by the Residential Faculty Policy (RFP) manual or any policy manual. OYO and OSO Faculty are expected to hold academic support hours and to actively participate in department/division/college/district activities and assigned committees.

ONE-YEAR (1) ONLY (OYO) POSITIONS (FACULTY ONLY)
Employees serving in one-year (1) only full-time assignments will be eligible to participate in the District sponsored "flexible benefit" programs provided the employee qualifies for three (3) months or more of coverage. Employees are entitled to bereavement leave and will earn one illness day for each month of employment. Thirty-two (32) hours of illness accruals prorated over two (2) 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 compensated. Less than .5 OYO assignments do not receive benefits.

ONE SEMESTER (1) ONLY (OSO) POSITIONS (FACULTY ONLY)
Employees serving an assignment of less than one (1) semester are not eligible to take part in the District sponsored "flexible benefit" programs, nor earn illness days (accrued time) unless the employee qualifies for three (3) months or more of coverage. Less than .5 OSO faculty assignments do not receive benefits.

Employment of One (1) Year Only and One (1) Semester Only employees will be handled through the Strategic Staffing department.

The following chart represents annual salaries. Fractional assignments (.75 / .5) are prorated and will be based on the rates listed below and up to 4 points toward advanced placement.

Non High-Demand OYO Faculty Salary (teach 30 – 32 load hours)

<table>
<thead>
<tr>
<th>Base Salary</th>
<th>1 Points</th>
<th>2 Points</th>
<th>3 Points</th>
<th>4 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$47,857</td>
<td>$49,857</td>
<td>$51,857</td>
<td>$53,857</td>
<td>$55,857</td>
</tr>
</tbody>
</table>

High-Demand OYO Faculty

<table>
<thead>
<tr>
<th>Base Salary</th>
<th>1 Points</th>
<th>2 Points</th>
<th>3 Points</th>
<th>4 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60,342</td>
<td>$62,342</td>
<td>$64,342</td>
<td>$66,342</td>
<td>$68,342</td>
</tr>
</tbody>
</table>

Disciplines will be reviewed and identified each Fiscal Year by the Vice Presidents of Academic Affairs Council in conjunction with Occupational Administrators.
For **2013-2014**, the **High demand** areas listed below will be based on the rates listed above and up to 4 points toward advanced placement:

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

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

**Other:** Automotive-corporate specific (requires specific manufacturer certification) Aviation Technologies, Electric Utility Technology, Manufacturing/Industrial Design, Paralegal/Legal Studies, Sign Language, Veterinary Technology, HVAC/Facilities, Water Technology, Polysomnography, and **Reading**

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 (1) point is worth $2,000 and no more than four (4) points may be awarded; not to exceed $8,000 (in any combination of degrees/experience).

**VI. Load**

Adjunct Faculty $854, per load hour

- Adjunct faculty are permitted to work no more than 25 hours in a week. This is not a “bucket” of hours as with our RPS/temporary employees, but a weekly maximum which cannot be exceeded in any work week. In calculating hours worked, load is multiplied by 2.

- The maximum load in a term will be 9, with exceptions of up to 11 hours in the summer term, and up to 12 hours in the fall and spring terms. These exceptions may be approved on a case-by-case basis under our current exception approval process, to account for classes which are loaded above.

- Adjuncts who perform other services and/or RPS work in addition to class load will be permitted to work any hours which, in addition to their load hours X 2, total no more than 25 hours in a week. The load limit policy will be strictly enforced and adjunct faculty who also work other temporary hours must not exceed 25 in ANY work week.
VII. Other Tasks

Instructional Project Developer $200.00 - $3,075.00, per project

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

VIII. Experimental Assignment (Rate-TBD)

A College/District may request the establishment of a new assignment and a pay rate. Such requests shall not be used to avoid compliance with the adopted temporary pay rates, but rather, to respond to unique needs or opportunities that occur outside of the cycle for consideration of changes to the temporary pay rates or for which use of an existing rate would be unsuitable. Requests to create an experimental assignment shall be made to the Vice Chancellor of Human Resources and will contain a job title, proposed duties of the assignment and suggested rate of compensation. Information supporting the basis of the suggested rate of compensation should also be included. With authorization of the Vice Chancellor Human Resources, the specific experimental rate will be available until June 30 of the fiscal year approved. A College/District may request that an experimental assignment be made permanent through the established temporary pay rate consideration process.