

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
SHORT-TERM HOURLY NON-ACADEMIC EMPLOYEES
PAY SCHEDULE AND EMPLOYMENT RULES**

INTRODUCTION

The San Diego Community College District is operated under the authority of the elected Board of Trustees, and is composed of four major programs, each administered by a President: Continuing Education, City College, Mesa College, and Miramar College. The chief administrative officer of the District is the Chancellor. The District Office operates in five functional areas. Each functional area is supervised by an Assistant Chancellor.

It is the policy of the San Diego Community College District to give equal employment opportunity to all qualified persons without regard to ethnicity, race, color, sex, religion, national origin, marital status, age, sexual orientation, disability, medical conditions, ancestry, or political or organizational affiliation.

EMPLOYMENT LIMITATIONS

The San Diego Community College District shall utilize short-term hourly non-academic employees in accordance with California Education Code Section 88003.

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003 and who serve in positions that do not require academic certification. The code states that temporary hourly employees who are employed and paid for less than 75% (seventy-five percent) of the school year and are not providing continuous service shall not be a part of the classified service. Therefore, the District has limited a temporary hourly employee to no more than 135 (one hundred thirty-five) days.

The following are exempt from the above 135-day limit:

- A. All students who carry at least 12 (twelve) semester units for both the fall and spring semesters and are not displacing classified employees. Graduate students carrying a full load will provide a letter from the Dean, Graduate School confirming schedule as an equivalent full time grade student. (A student waiver form must be completed and filed each semester); or
- B. All students employed for 20 (twenty) hours or less per week in any San Diego Community College District college work-study program; or
- C. All students employed for 20 (twenty) hours or less per week in a work experience education program conducted by the San Diego Community College District which is financed by state or federal funds; or
- D. Professional Experts employed on a temporary basis for a specific project, regardless of length of employment. **(Requires prior approval through the Classification and Compensation Office.)**

Hourly employees are not eligible to work more than 40 (forty) hours per week or work more than 8 (eight) hours per day.

Minors (under 18 years of age) must have a work permit prior to employment and are limited to not more than 4 (four) work hours per day. A person who has graduated from high school or received a certificate of proficiency is considered an adult on labor relations matters. Therefore, such an individual is not required to have a work permit nor does the four-hour work limitation apply.

SHORT-TERM HOURLY NON-ACADEMIC SALARY SCHEDULE

EFFECTIVE JANUARY 1, 2008

TITLE	SALARY	TITLE	SALARY
Accompanist I	\$15.00	Intern	\$18.00
Accompanist II	20.00	Interpreter for the Deaf I	23.00
Account Clerk I	9.50	Interpreter for the Deaf II	26.00
Account Clerk II	11.00	Interpreter for the Deaf III	33.00
Administrative Aide	9.75	Interpreter for the Deaf IV	38.00
Airframe/Power Technician	10.00	Interpreter for the Deaf V	42.00
Architectural Draftsperson	13.00	Laborer	9.50
Associated Student Officer	10.00	Lifeguard	11.00
Athletic Assistant	9.00	Model	15.00
Athletic Equipment Assistant	8.00	Network Assistant	10.50
Athletic Teaching Assistant	10.00	Nurse Associate I	18.00
Broadcast Operations Assistant	8.20	Nurse Associate II	22.00
Broadcast Technician	10.60	Nurse Associate III	26.00
Career Services Specialist	9.70	Office Assistant I	8.00*
Child Development Specialist	10.00	Office Assistant II	9.00
College Police Projects Analyst	25.00	Parking Assistant	12.00
Communications Assistant	9.60	Peer Counselor	9.00
Community Patrol Assistant	8.80	Plant Operations Aide	10.00
Concessionaire	8.00*	Plant Operations Aide (2nd/3rd Shift)	10.50
Delivery Assistant	8.50	Reader Assistant	9.00*
District Aide	8.00*	Real-Time Captionist I	25.00
Educational Technician	12.00	Real-Time Captionist II	30.00
Educational Transcriber I	15.00	Real-Time Captionist III	35.00
Educational Transcriber II	20.00	Receiving Assistant I	8.00
Educational Transcriber III	25.00	Receiving Assistant II	9.50
Emergency Med. Tech Trainer	10.00	Safety Aide	8.00*
Enrollment/Registration Clerk I	9.00	Security Officer	9.87
Enrollment/Registration Clerk II	10.00	Site Inspector	20.00
Financial Aid Assistant	11.00	Skilled Maint. Worker-Spec. Project	11.55
Financial Aid Outreach Specialist	15.00	Stock Assistant	8.00*
Food Service Assistant I	8.00*	Student Services Clerk	8.00*
Food Service Assistant II	8.35*	Teacher Prep-Aide	8.40
Food Service Assistant III	8.75*	Technical Writer, Associate	13.25
Food Service Assistant IV	9.25	Technical Writer, Senior	17.50
Grill Cook I	10.00	Temporary Cashier I	8.05*
Grill Cook II	11.50	Temporary Cashier II	8.25*
Grounds Assistant	8.50	Testing Specialist	9.00
Health Services Assistant	9.00	Theatre Assistant	8.20
Health Services Technician	10.00	Tool Room Attendant	8.00*
Information Assistant	10.50	Tutor	9.00
Instructional Aide/Tutor	8.00	Tutor, Senior	10.00
Instructional Assistant	9.50		
Instructional Lab Technician	10.00		

* Minimum Wage increase effective 01/01/08.

SHORT-TERM HOURLY NON-ACADEMIC WORK STUDY SALARY SCHEDULE

EFFECTIVE FEBRUARY 1, 2007

TITLE	SALARY	TITLE	SALARY
Administrative Assistant	\$9.50	Student Accompanist	*\$8.00
Custodial Aide	8.50	Student Aide I	8.50
Parking/Information Aide	8.50	Student Aide II	9.50
Peer Counselor	9.00	Tutor I	9.00
Reader Assistant	9.00	Tutor II	10.00

* Minimum Wage increase effective 01/01/08.