

2009-2010

INSTRUCTIONAL HOURLY RATE SCHEDULE

SALT LAKE COMMUNITY COLLEGE

List by Grade September, 2009

1	<u>Reader/Grader</u> -- Assists Faculty with grading assignments and projects	Moved to - Part-Time Hourly
2	<u>Laboratory Aide</u> -- Assist Coordinator in planning, organizing, and supplying student Lab materials	Moved to - Part-Time Hourly
3	<u>Laboratory Coordinator</u> -- Coordinates scheduling of Lab; Manages Lab supplies and materials	Moved to - Part-Time Hourly
4	<u>Workshop Presenter</u> -- One who shares thier expertise and skills with students in a learning enviroment	Moved to - Part-Time Hourly
4	<u>Curriculum Developer/ Instructional Media Developer</u>	Moved to - Part-Time Hourly
5	<u>Adjunct Instructor</u> -- Instruct students, grades assingments, manages classroom, prepares lectures	\$12.00 - \$35.41
6	<u>Teaching Assistant</u> -- assist faculty in the lab or classroom to deliver instruction; to develop and deliver lab or classroom activities; Does not grade	\$18.54 - \$32.96
	Per <u>weekly</u> contact hour in any semester	\$580.00

All hourly positions are limited to 29 hours per week or less.

All applicants and new hires must complete an official SLCC application located at jobs.slcc.edu. Select a title and corresponding rate from the schedule below and complete a Personnel Action Form and submit it with all required paperwork to Human Resources in a timely manner. 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 temporary and therefore carry less responsibility than a salaried position with a similar title. Hourly positions are "at-will" at SLCC with no implied commitment of on-going employment. 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 President's approval and complete the full hiring process.

In accordance with the board of trustees policy and procedure, 5.01 Hourly Job Title and Wage Rate Schedules, all exceptions to the Hourly Rate Schedule, either title or rate must be submitted to the Human Resources office for consideration. For consideration, submit your request and justification in writing to the Director of Human Resources. 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.

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. This is processed through Purchasing and a check will be generated.