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Subject: Chapter 2 BUSINESS--VP FOR BUSINESS  
Section 5.01 HOURLY JOB TITLE AND WAGE RATE SCHEDULES

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I. PURPOSE

To provide supervisory guidelines for use of the Hourly Job Title and Wage Rate Schedule regarding:

- A. Hourly student and non-student employees, including temporary and part-time employees.
- B. Teaching support positions.

II. REFERENCES

- A. Personnel Policy No. C2S02.01, "Employee Definitions and Categories"
- B. Personnel Policy No. C2S02.04, "Employment of Students and Youth"

III. DEFINITIONS

- A. Hourly Employee. Those paid on an hourly rate.
- B. Student Employee. Anyone registered at SLCC for six or more quarter hours. This includes students employed by the College Work-Study Program.

IV. PROCEDURE

- A. Newly hired hourly employees should be assigned job titles and hourly wage rated according to the appropriate "Hourly Job Title and Rate Schedule".

- B. Current hourly employees who change positions require a change of job title. They will receive new hourly wage rates in accordance with the new job title. In cases where the new hourly wage rate is lower than the previous rate the employee may be paid at the old rate.
- C. Wage rates are to be reviewed annually for possible upgrading by the Job Titles and Classification Committee.
- D. Departments desiring to make additions or changes of any kind to the Job Title and Rate Schedules can submit the proposed change and the reasons for the change to the Personnel Services Office for review by the Job Title and Classification Committee. Upon approval, by the Committee, the Personnel Services Office will distribute the revised schedule to all departments.
- E. Exceptions to the wage schedules are expected to be few and must have approval of the Job Title and Classification Committee.