**2021-2022 PERKINS**

**Request to Hire Mt. SAC Professional Expert Form**

Person requesting: name, signature, and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program name:

Dean/Associate Dean: name, signature, and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Directions:***

1. *Complete one Request to Hire form per Professional Expert*
2. *Scan and email the Request to Hire form to Laurie Maas in the Perkins Office to* [*lmaas@mtsac.edu*](mailto:lmaas@mtsac.edu)
3. ***Please note that the start date for the employee will be emailed to you by Laurie once she receives all required paperwork and submits the hire packet to Human Resources. Do NOT start working the employee until you receive this email.***

***Notes:***

1. ***Description of services to be performed below****: The work employees do MUST involve direct contact with other students as a tutor or lab assistant. Perkins funds cannot be used for clerical work, cleaning, running errands, doing a project on their own for the program, or other work alone that should be done by classified staff.*
2. ***Perkins cannot fund work that classified staff would do****. If programs are found in violation, these hours will be charged to another account through your department or division.*
3. ***If you have Department or Division funds in addition to your Perkins funds and multiple professional experts******both of the funding sources must be used AT THE SAME TIME****. Individual employees need to be paid from either the Department/Division funds or Perkins funds for the entire year. We can no longer pay an individual employee from both budget numbers in a single year. Please consult with Carole or Dejah for additional guidance.*
4. ***Programs that don’t abide by the Perkins Federal Grant requirements*** *as well as college polices related to hiring and timesheets/time and effort forms will not be eligible for student tutor/personnel funding in the next Perkins funding cycle.*
5. ***Laurie Maas is the Perkins staff member who handles all our personnel processes****. Her hours are 8:00-1:00 Mon-Wed and 8:00-12:00 Thurs. Please provide a contact email for the employee you are requesting to hire. Laurie will email the paperwork to the employee.*
6. ***Timesheets and Time & Effort Forms****: Laurie will email each program the appropriate Time & Effort forms for each employee who is hired. She will also email a copy of the current timesheet. This is the only timesheet student should use. If you have any timesheets that do not show Laurie Maas as the contact, throw them away. Old timesheets that are submitted will be sent back to be resubmitted on the correct form.*

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| **Name** | **Supervisor** | **Position Title** | **Hourly Rate** | **Hours/Weeks**  **(max = 29/wk)** | **Requested**  **Start Date** | **End Date** |
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| **Description of services to be performed:** |

**Classifications, Responsibilities and Pay Rates**

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| --- | --- | --- | --- | --- | --- |
| Job Category | Level I | Level II | Level III | Level IV | Level V |
| Art Model Expert | $25.00 | N/A | N/A | N/A | N/A |
| Tutor Expert | $16.00 | $18.00 | $20.00 | $22.00 | $24.00 |
| Project Expert | $16.00 | $21.00 | $26.00 | $31.00 | $36.00 |
| Project Manager | $45.00 | $50.00 | $55.00 | N/A | N/A |
| Technical Expert | $30.00 | $40.00 | $45.00 | $50.00 | $55.00 |

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| Job Category I | Brief Description |
| Art Model Expert | Requires specialized knowledge, skills, and experience of performing as a model, both clothed and unclothed, in support of a variety of art courses. |
| Tutor Expert | Requires a minimum to advanced level of specialized knowledge, skills and experience in tutoring methodologies, including peer tutoring, embedded tutoring, and/or supplemental instruction. Requires subject matter and content area competency.  • Level I or II – minimum level of specialized knowledge and expertise.  • Level III – moderate level of specialized knowledge and expertise.  • Level IV or V – advanced level of specialized knowledge and expertise. |
| Project Expert, Project Manager, Technical Expert | Requires a minimum to advanced level of specialized knowledge, skills and experience in the specific duties, responsibilities and functions of assigned project.  • Level I – minimum level of specialized knowledge and expertise. 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 as needed.  • Level II - moderate level of specialized knowledge and expertise. Leadership and communication skills, use of independent judgment as needed, and knowledge of relevant college policies and procedures are required. May work independently.  • Level III – advanced level of specialized knowledge and expertise. Must be able to manage, coordinate or oversee multiple complex tasks or assignments, provide guidance and leadership, and work independently as needed. Strong leadership and communication skills, regular use of discretion and independent judgment, and knowledge of relevant college policies and procedures are required. |