

**Mt. San Antonio Community College District****Short-Term Hourly Pay Schedule**

Effective July 1, 2017

<b>Job Category</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Level V</b>
Administrative Support	14.00	17.00	20.00	23.00	26.00
Athletics Support	11.00	12.00	13.00	14.00	15.00
Campus Safety Support	11.00	13.00	15.00	17.00	19.00
Campus Services	11.00	14.00	17.00	20.00	23.00
Fiscal Support	12.00	16.00	20.00	24.00	28.00
Instructional Support	11.00	13.00	15.00	17.00	19.00
Student Services Support	11.00	13.00	15.00	17.00	19.00
Technical Support	12.00	16.00	20.00	24.00	28.00

<b>Job Category</b>	<b>Level I</b>	<b>Level II</b>
Facilities Support – Custodial	15.00	20.00
Facilities Support – Grounds	18.00	23.00
Facilities Support – Maintenance	15.00	20.00

**HR Guidelines for Hiring a Short-Term Hourly Employee:**

- Short-term employee is any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuous basis. Employment shall not result in the displacement of Classified personnel (EC§88003).
- Short-term employee may not exceed 160 working days within the fiscal year. This is to be a cumulative figure, the sum being the combined days worked in all departments. Hiring managers must monitor and ensure employee does not work beyond 160 days regardless of hours worked in a day. Authorization to work an employee beyond the 160 days must be obtained prior to the extension.

<b>Job Category</b>	<b>Brief Description</b>
Administrative Support	On a temporary basis provides general clerical, secretarial, and administrative support assistance to various campus divisions, departments, and programs.
Athletics Support	On a temporary basis provides general assistance during athletic events.
Campus Safety Support	On a temporary basis provides campus safety assistance.
Campus Services	On a temporary basis provides assistance to areas supporting campus technical services.
Facilities Support	On a temporary basis provides assistance in the areas supporting facilities including custodial, grounds, and maintenance services.
Fiscal Support	On a temporary basis provides assistance to the fiscal operations.
Instructional Support	On a temporary basis provides services in support of instructional programs, divisions, and departments.
Student Services Support	On a temporary basis provides services in support of student services programs, divisions, and departments.
Technical Support	On a temporary basis provides technical assistance to divisions, departments, events and programs.

<b>Level</b>	<b>Brief Description</b>
Level I	Provides basic help for basic tasks and duties under supervision.
Level II	Some work experience in the particular job field is mandatory. Duties include responsibility for more complex functions and tasks. This level requires minimal direct supervision.
Level III	Requires experience and specialized knowledge. 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.
Level IV	Extensive experience required. Should have specialized knowledge or training for specific functions. Strongly independent judgment, leadership, and communication skills as well as knowledge of relevant College policies as necessary. May work independently.
Level V	Extensive experience required. Must have specialized and advanced knowledge for specific functions as well as judgment and problem solving skills. Must be able to handle complex tasks and provide guidance and leadership. Detailed knowledge of relevant College policies is necessary.