

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE 6

TITLE: Salary Rate Tiers for Temporary Employees

EFFECTIVE DATE: July 1, 2006

REVISED DATE: July 1, 2008, January 1, 2016

PROCEDURE

1. PURPOSE

To ensure regular student employees (RSE), work study and part-time temporary employees are paid according to the duties required of the position consistently across each campus.

2. SCOPE AND APPLICABILITY

This procedure is for all part-time temporary employees including work study, RSE and part-time temporary employees (extra help) and is a continual work in progress.

3. PROCEDURE

Temporary part-time employees will be paid based on job duties and responsibilities. The Office of Human Resources will have final authority to change salaries based on duties and will notify the supervisor in writing if a change is made. The breakdown for payment are as follows:

Tier 1: \$8.75 per hour (or minimum wage whichever is higher)

- Clerk I
- Maintenance I
- Tutor I
- Computer Tech I
- Lab Tech I (no mixture of chemicals, sets up and cleans lab area)

Tier II: \$9.00 per hour (or minimum wage whichever is higher)

- Secretary I
- Accounting Clerk I
- Computer Asst. I

Tier III: \$10.00 per hour (or minimum wage whichever is higher)

- Secretary II
- Accounting Clerk II
- Computer Asst. II
- Lab Tech II (mixes chemicals along with Lab Tech I duties)

A complete listing of title, brief description of duties and hourly rate of pay is available in the Office of Human Resources.

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICE: Human Resources, Supervisors