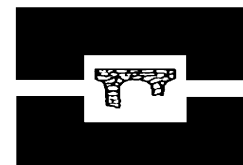


# El Centro College

## Part-time / Hourly Supplemental Employment Rates



DCCCD employees performing part-time administrative functions were paid at a standard hourly rate regardless of their current position or the range/band assignment of the duties they were performing. On June 4, 2002, it was recommended that the part-time administrative rate be eliminated and to adjust the pay rate for part-time administrative duties to be in concert with the minimum hourly rate of the administrative band/range in which the position is assigned - - this recommendations was approved by the Board of Trustees to be effective September 1, 2002.

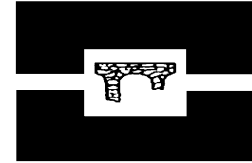
### **EFFECTIVE 9/1/08, the new procedures at El Centro College for determining the hourly rate of pay for part-time administrative functions are:**

- You determine the administrative duties to be performed and adjust the pay rate to be in concert with the minimum hourly rate of an existing administrative job description that reflects those duties being performed.
- All positions will require a timesheet to be paid.
- The person hired **MUST** meet the required minimum qualification for the position.
- If the employee is not currently a full-time faculty or administrator, then a resume will need to be attached to the contract to verify that minimum qualification are met.

### **Administrative Hourly Rates**

Band I	\$20.52
Band II	\$23.64
Band III	\$26.60
Band IV	\$29.56
Band V	\$36.35

**El Centro College**  
**Part-time / Hourly Supplemental Employment Rates**



On this page you will find duties that have been determined as regularly being performed at El Centro College and job descriptions reflecting those duties have been identified. Hourly rate of pay will be the minimum of the band/range in which the position is assigned.

Duties	Related Job Description	Band/Hourly Rate	Minimum Requirements
Program Coordination	Instructional Division Chair Job Title Code A67	Band IV / \$29.56	Masters degree plus 4 years of college teaching and/or administrative experience or a combination of both.
Supervision of Adjunct Faculty	Instructional Division Chair Job Title Code A67	Band IV / \$29.56	Masters degree plus 4 years of college teaching and/or administrative experience or a combination of both.
Curriculum Development	Instructional Designer Job Title Code AB6	Band II / \$23.64	Masters degree plus 2 yrs exp. in instructional systems design/development or Ed. Technology, including supervision <u>or</u> Bachelors degree plus 4 yrs experience as above.
Evening Weekend Administrator	Evening Administrator Job Title Code A05	Band II / \$23.64	Masters degree plus 5 yrs. exp. in community college environment <u>or</u> Bachelors degree plus 7 yrs. same exp. <u>or</u> Assoc. degree plus 9 yrs. same exp. <u>or</u> H.S. plus 11 yrs. same exp.

***For positions not identified above please follow the procedures established on page one.***