

Passaic County Community College

TEMPORARY PART-TIME EMPLOYEE CLASSIFICATION AND COMPENSATION GUIDELINES

The Classification and Compensation Guidelines for temporary part-time employees are designed to ensure equity and fairness in regard to compensation among part-time employees performing comparable tasks. It should be used to set the hourly pay rate of an appointee. New hires are to be appointed at the minimum of the pay range. Exceptions must be requested in writing to the VP for Human Resources or their designee. The Office of Human Resources (HR) reserves the right to set the compensation of all appointees based on institutional and operational needs. The maximum number of hours a part-time employee may work is 29 per week.

All vacant positions must be posted for a minimum of 10 days and require a position description setting forth the responsibilities and qualifications. Applications for posted positions must be submitted via the PCCC website, and all prospective new hires must complete the hiring process using the ADP on-boarding application. All new appointees are subject to a criminal background check and may not begin working until so authorized by HR.

The range levels of part-time positions are determined by the classification of the position/responsibilities assigned as set forth below. When determining the specific rate of compensation for a new hire within the minimum and maximum of the appropriate range, the hiring manager should consider the requirements of the position to be filled, and the appointee's level of skill, work experience, extent of prior training, and/or academic training.

CLASSIFICATION AND COMPENSATION RANGES:

RANGE 1 CLASSIFICATION:

These unskilled positions require no prior training, little or no knowledge or experience, and involve routine or repetitious work under the close supervision of a full-time employee. Examples of such positions include, but are not limited to, a mailroom clerk, receptionist, clerical assistant, non-technical library assistant, custodian, security officer, food services worker, athletic program aide, monitor (facilities/events/activities), instructional aide/teacher assistant, registration aide, course navigator, and mentor.

COMPENSATION:

<u>MINIMUM</u>	<u>MAXIMUM</u>
\$15.13	\$18.00

RANGE 2 CLASSIFICATION:

These semi-skilled positions require limited prior training, some knowledge or experience, and involve mostly routine work under close supervision. Examples of such positions include, but are not limited to, secretary or office assistant working in direct support of a coordinator, department manager or chairperson, help desk or lab assistant. An Associate's degree or appropriate technical skill/experience required.

COMPENSATION:

<u>MINIMUM</u>	<u>MAXIMUM</u>
\$16.00	\$20.00

RANGE 3 CLASSIFICATION:

These skilled positions involve previous technical training and experience and require the exercise of some initiative under limited supervision. Examples of such positions include, but are not limited to, IT-AV support techs and other support tech positions requiring a specific certification, librarian, family worker or childcare teacher, study group

leader, and tradesperson/mechanical services worker. An Associate's degree or appropriate technical skill/experience required.

COMPENSATION:

<u>MINIMUM</u>	<u>MAXIMUM</u>
\$18.00	\$25.00

RANGE 4 CLASSIFICATION:

These skilled positions require supervisory or professional skills, significant prior training and experience, and involve independent judgement under general supervision. Examples of such positions include, but are not limited to, counselor, advisor, teacher/instructor, police officer, and program coordinator. An Associate's degree or appropriate technical skill/experience required.

COMPENSATION:

<u>MINIMUM</u>	<u>MAXIMUM</u>
\$20.00	\$35.00

RANGE 5 CLASSIFICATION:

These positions require highly technical or specialized knowledge requiring exceptional and/or diversified skills obtained through extensive training, education, or experience. Examples of such positions include administrator and clinical instructor. Bachelor's degree or appropriate licensure/certification required.

COMPENSATION:

<u>MINIMUM</u>	<u>MAXIMUM</u>
\$25.00	\$50.00