



FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS

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**MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS**

[Table of Contents](#)

MARICOPA COMMUNITY COLLEGES FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS

I. Overview

This document provides pay guidelines for part-time jobs. By definition, a part-time job is a job which typically requires less than 25 hours per week. A full-time employee may work one or more part-time jobs outside of the work hours of their full-time job.

II. General Guidelines for Part-Time Jobs

Position Posting Requirements and New Hire Documentation

All employees must be hired into at least one job code. All part-time positions must be posted in HCM. The posting must include the standard work hours or weekly work hours. It is the hiring department's responsibility to ensure the candidate meets the minimum qualifications of the job, including proof of required licenses and/or certifications.

~~The new hire packet must be completed on or before the first day of employment and kept on file at the local HR office. By the end of the day, Section One of the Form I-9 must be completed no later than the day, _____ of _____, _____.~~

MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS

Weekly Hours Limitation

Part-time employees (including adjunct faculty) may work up to a maximum of 25 hours per week except during seasonal busy periods (i.e. Peak Weeks). During Peak Weeks, a part-time employee may work up to 40 hours per week depending upon work availability. The typical ten (10) Peak Weeks of the year are shown in the table. Individual adaptation at the colleges is permitted provided that the number of peak weeks for any employee does not exceed ten within a 12-month period.

Season	# Weeks	Explanation	Payroll Dates		
Fall Enrollment	6	4 weeks prior to the start of classes	7/22/23 to 7/28/23		
			7/29/23 to 8/4/23		
		2 weeks after the start of classes.	8/5/23 to 8/11/23		
			8/12/23 to 8/18/23		
		Spring Enrollment	4	2 weeks prior to the start of classes	8/19/23 to 8/25/23
					8/26/23 to 9/1/23
2 weeks after the start of classes	12/30/23 to 1/5/24				
	1/6/24 to 1/12/24				
Spring Enrollment	4	2 weeks after the start of classes	1/13/24 to 1/19/24		
			1/20/24 to 1/26/24		

Earned Paid Sick Time for Part Time Hourly Employees

The Fair Wages and Health Families Act (the Act) established earned paid sick time for employees. doe

MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS

retirement contributions will be deducted for the duration of the job. If the standard hours for the position are less than 20.0 hours per week or the job has an irregular, intermittent work schedule, retirement contribution deductions will begin on the 20th week in which the employee has worked at least 20 hours or more per week in the fiscal year. The 20th week of the fiscal year typically occurs around November 18. Once an employee becomes eligible for ASRS, their eligibility continues at least through the fiscal year and contributions will be deducted

Shift Differential Pay

Part-time employees working in a shift-eligible position on any of the following schedules:

1. A shift that begins at 5:00 p.m. (evening shift);
2. A shift that begins at midnight on Sunday (weekend shift);
3. For any employee regularly scheduled to work a night schedule, a shift differential will be paid for the first 8 hours of the night schedule (until the end of the shift) until the end of the shift.

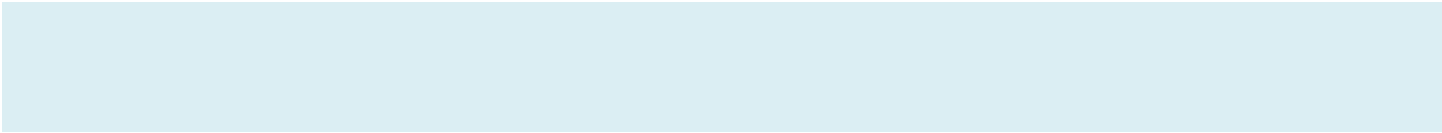
Employees working in a shift-eligible position for shift differential pay are those employees whose primary job duties are in the following categories:

Overtime

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**MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS**

not eligible for shift differential are shown in the section above, òShift Differential Pay.



MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS

SIS ASSIGN TYPE	ASSIGNMENT TITLE	DESCRIPTION	TIME AND LABOR INFO
RSM	Residential Summer (Includes intersessions)	Instructional workload limits as specified in sections 8.1.5.2 an`	

MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS

Part-time job categories include:

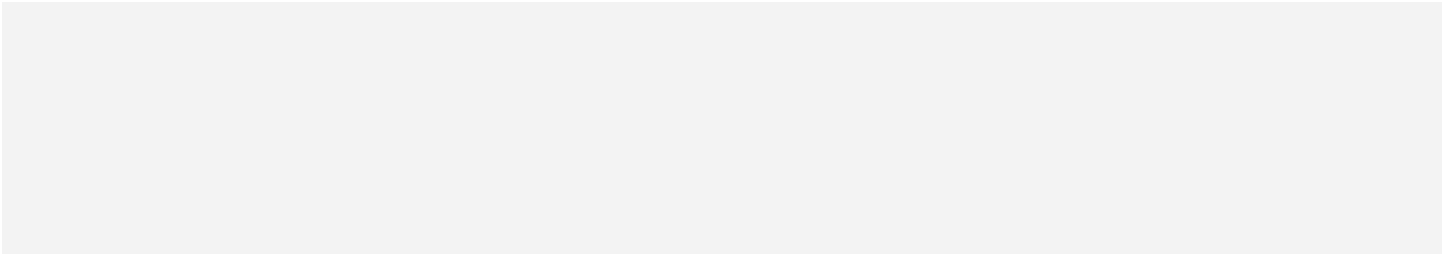
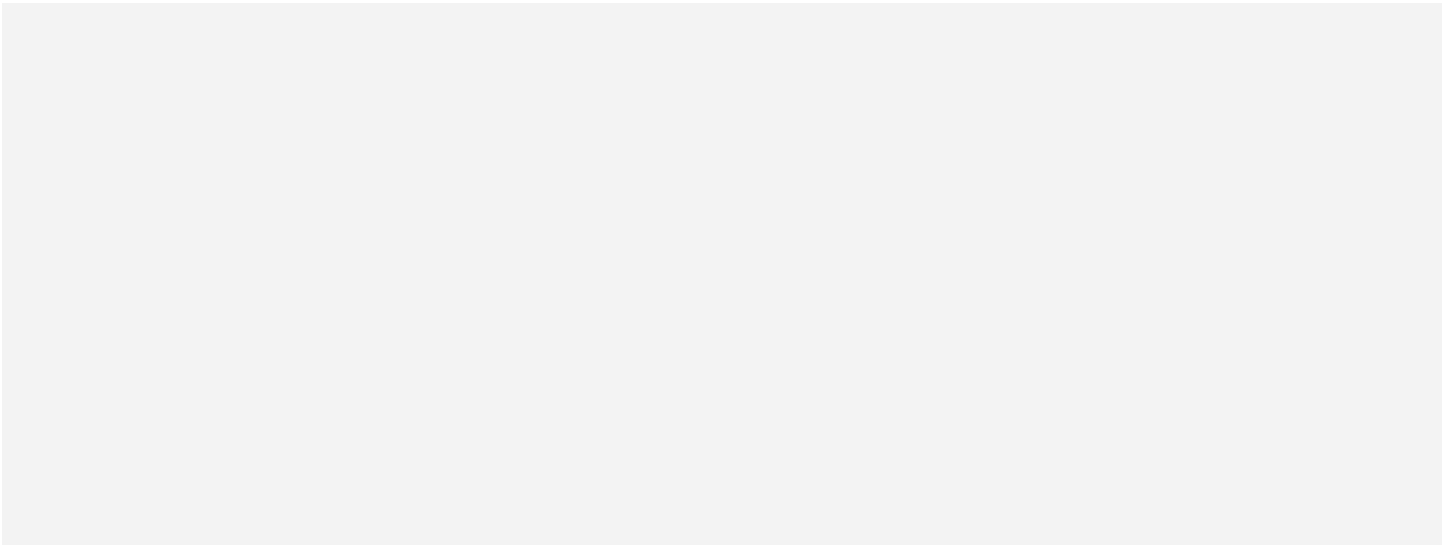
- Athletics and Fitness
- Disability Services
- Faculty
- Faculty Overload
- Faculty Pay for Select Activities
- Faculty Supervision
- Faculty, Adjunct
- Fine and Performing Arts
- General Temporary Jobs
- Health Programs Directors
- Instruction/Education Support
- Instructional Projects
- Leadership
- Miscellaneous
- Police
- Student Workers

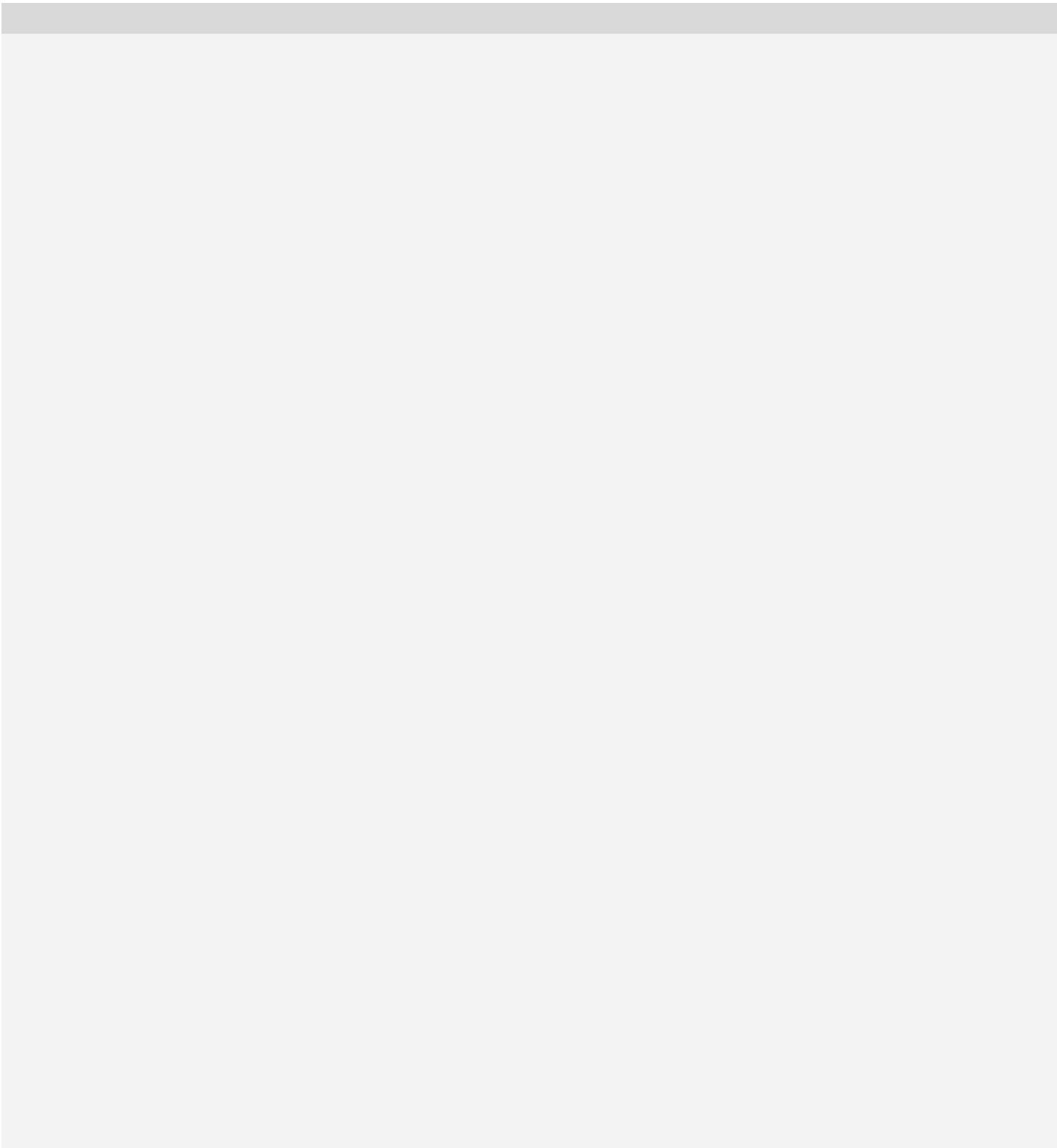
CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Athletics and Fitness	Fitness Center Floor Supervisor	Oversees Fitness Center. No grading or roster management. Provides classroom management to all participants. May supervise other personnel in the Fitness Center.	4012	TMP
Athletics and Fitness	Fitness Center Orientation	Informs students of responsibilities and activities in the Fitness Center.	4006	TMP
Athletics and Fitness	Fitness Center Tech	Assists students, demonstrates proper techniques on equipment, and conducts orientation sessions.	4002	TMP
Athletics and Fitness	Fitness Center Trainer	Trains students on use of equipment, answers and student questions.	4003	TMP
Athletics and Fitness	Game Personnel	Serves as a Ticket Taker, Ticket Seller, Judge, Announcer, Scorer or Timer at games.	4011	TMP
Athletics and Fitness	Intramural Director	Provides leadership for a college intramural sports program	N/A	N/A
Athletics and Fitness	Pom/Cheer Advisor	Performs duties as Pom/Cheer techniques.	4276	PCA
Athletics and Fitness	Athletic Asst Director - Temp	Part-time Athletic Assistant Director. The full-time equivalent for this job is Athletic Assistant Director (job code 10305) at Grade 116. The maximum rate per semester is equivalent to 25 hours per week for 16 weeks at the Grade 116 midpoint rate. The minimum rate is equivalent to 1 hour at the Grade 116 minimum rate.	4274	ADA
Athletics and Fitness	Head Coach - Temp	Part-time head coach for any sport. The full-time equivalent for this job is Athletic Head Coach (job code 10310) at Grade 113. The maximum rate per semester is equivalent to 25 hours per week for 16 weeks at the Grade 113 midpoint rate. The minimum rate is equivalent to 1 hour at the Grade 113 minimum rate.	4383	HCT

**MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS**

CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
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MARICOPA COMMUNITY COLLEGES

FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS

CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Faculty Overload	Residential Instructional Teaching Overload (Fall/Spring) - Tier 2 (Probationary). HCM description δInstruct Fac Overload .	Academic year teaching overload pay rate for Probationary Instructional Residential Faculty	4210	ROL
Faculty Overload	Residential Instructional Teaching Overload (Fall/Spring) - Tier 3 (Appointive). HCM description δInstruct Fac Overload .	Academic year teaching overload pay rate for Appointive Instructional Residential Faculty	4210	ROL
Faculty Overload	Residential Service Teaching Overload (Fall/Spring) - Tier 2 (Probationary). HCM description δSrv Fac Teach Overload .	Academic year teaching overload pay rate for Probationary Service Residential Faculty	7076	ROL
Faculty Overload	Residential Service Teaching Overload (Fall/Spring) - Tier 3 (Appointive). HCM description δSrv Fac Teach Overload .	Academic year teaching overload pay rate for Appointive Service Residential Faculty	7076	ROL
Faculty Overload	Residential Faculty (Instr/Service) Summer Teaching Overload - Tier 2 (Probationary). HCM description δRes Fac Summer .	Summer teaching overload rate for Probationary Residential Faculty	4208	RSM
Faculty Overload	Residential Faculty (Instr/Service) Summer Teaching Overload - Tier 3 (Appointive). HCM description δRes Fac Summer .	Summer teaching overload rate for Appointive Residential Faculty	4208	RSM
Faculty Overload	Residential Service Non-Teaching Overload (All Terms) - Tier 2 (Probationary). HCM description δSrv Fac NonTeaching Overload .	Non-teaching overload rate for Probationary Residential Service Faculty	4309	SAD
Faculty Overload	Residential Service Non-Teaching Overload (All Terms) - Tier 3 (Appointive). HCM description δSrv Fac NonTeaching Overload .	Non-teaching overload rate for Appointive Residential Service Faculty	4309	SAD
Faculty Overload	Co-Op Internship (Loading Formulas for Courses)	6 The load assigned to courses is detero		

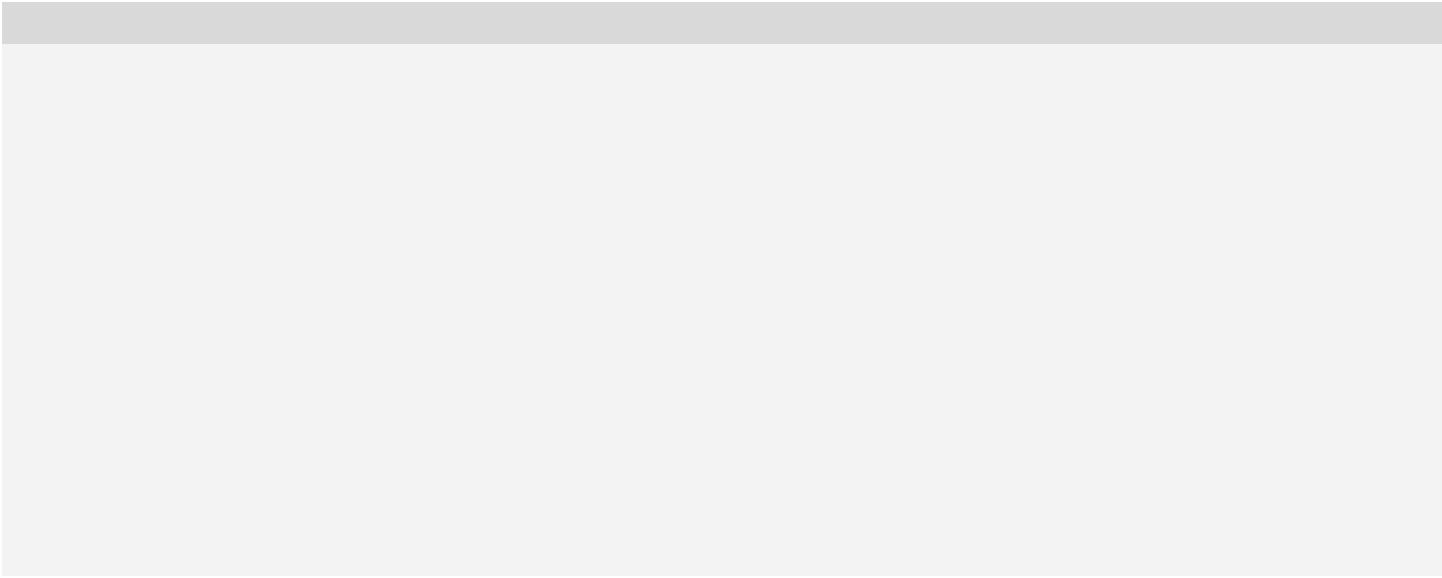


**MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS**

CATEGORY	JOB TITLE
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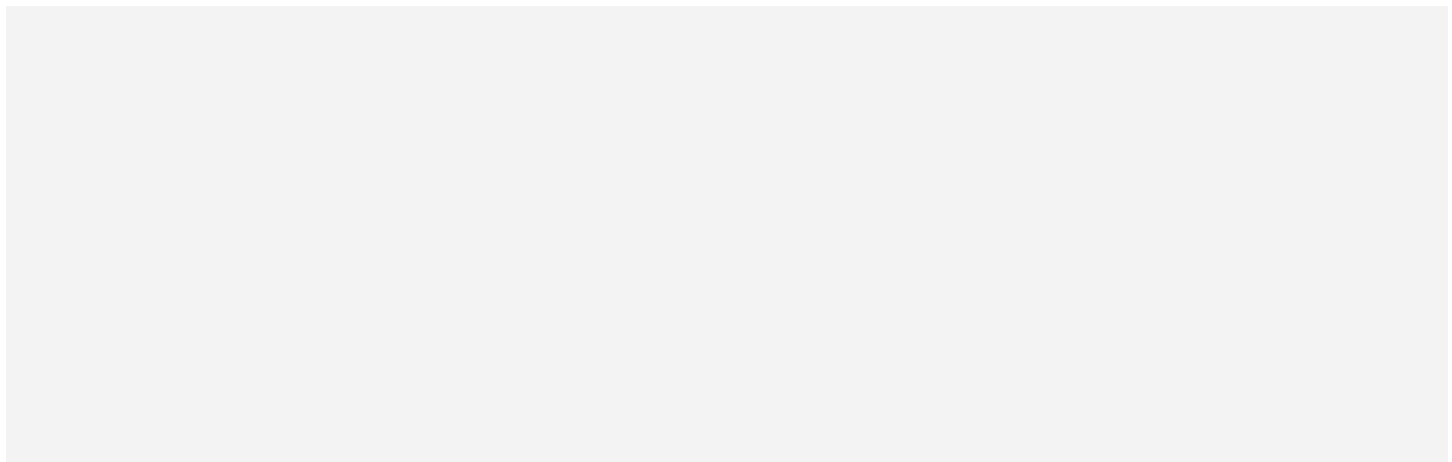
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MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS

CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Instruction/Education Support	Non-Credit Instructor Hourly Other	Instruction provided by other than Residential Faculty. Rate determined by Program Administrator.	4023	NCH
Instruction/Education Support	Nursing Clinical (Load Based Paid)	Supervises students in hospital rotations to assure proper techniques and procedures are followed.		



**MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS**

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**MARICOPA COMMUNITY COLLEGES
FY 2023-2024 PAY GUIDELINES FOR PART-TIME JOBS**

CATEGORY	JOB TITLE	DESCRIPTION	JOB CODE	EARN CODE
Student Workers	Student Worker	Student worker. Pay based upon duties. The primary role of the individual must be that of being a student. Individuals whose primary role is to work should not be placed in this job.	4153	STU