

1.0 PURPOSE

The purpose of this administrative process is to define the pay scales and rules for hourly, non-student employees working at Big Bend Community College (BBCC).

2.0 SCOPE

Individuals working in part-time, hourly positions on campus must be paid off the Salary Schedule for Hourly Non-Student Employees

3.0 DEFINITIONS

For the purposes of this procedure, non-students are defined as individuals taking five (5) or fewer credits per quarter. Individuals taking more than five (5) credits per quarter will be paid in accordance with AP 6700, Student Salary Schedule.

4.0 PROCESS

In accordance with WAC 357-04-045, individuals working in part-time, hourly positions may not work more than one thousand fifty (1,050) hours in any twelve (12) consecutive month period of time. Part-time hourly positions are generally limited to working no more than sixteen (16) hours per week. Scheduled weekly hours of work beyond the sixteen (16) hour maximum must be approved in advance by the Human Resources Office.

(See AP4705 for CFI Pay Scale for Flight Interns)

Student employment at BBCC does not count toward quarters of employment on this salary schedule.

CATEGORY I: General Work– Entry Level (previous experience not required)
Employees in this category perform their work under direct supervision and will be paid at the current Washington state minimum wage as determined by the Department of Labor and Industries. Examples of General Work-Entry Level include, but are not limited to, Clerical, Bookstore, Childcare, Custodian, Grounds Helper, Shop Attendant, Audio Visual Helper, Big Bend Technology (BBT) Helper, Theater Assistant, and Lab Assistants.

CATEGORY II: Trades/Technical/Paraprofessional (previous experience required)
Employees working in this category are responsible to perform their work independently following existing standards, protocols, regulations, and/or policies and procedures. Individuals working in these positions may have education, licenses, or certifications. Security Guards will be paid \$15.00 per hour, and Bus Drivers will be paid \$16.00 per hour.

CATEGORY III: Academic Support
Employees working in this category provide support to instruction through a variety of departments. Experience is helpful, but not required, to perform the positions of

Classroom Support, Basic Skills Assistant, Instructional Technician, Tutor, Supplemental Instruction (SI) Leader, Math Emporium Model Leader, BIM Lab Technician, Writing Center Assistant, Library Services Assistant, or Placement Testing Assistant.

Employees working in this category who hold a high school diploma or GED will be paid at the current Washington state minimum wage as determined by the Department of Labor & Industries.

Employees working in this category who hold an associate's degree will be paid 2% above the current Washington state minimum wage.

Employees working in this category who hold a bachelor's degree will be paid 4% above the current Washington state minimum wage.

CATEGORY IV: Professional/Non-Teaching

Positions listed in other categories will be paid according to the published rate and are not eligible to be paid under Category IV, Professional/Non-Teaching.

Employees working in this category perform professional, non-teaching work with little or no supervision, and hold an advanced degree or certification in a field specific to the department or program. Rates of pay for these positions must fall between \$13.84 per hour and \$15.50 per hour.

Rates outside of those listed in this document require prior approval from the VP of Human Resources & Labor.

End of document: Legal References