

Mt. San Antonio Community College District**Short-Term Hourly Pay Schedule**

Effective January 1, 2021

Job Category	Level I	Level II	Level III	Level IV	Level V
Administrative Support	15.00	18.00	21.00	24.00	27.00
Athletics Support	14.00	15.00	16.00	17.00	18.00
Campus Safety Support	14.00	15.00	17.00	19.00	21.00
Campus Services Support	14.00	16.00	19.00	22.00	25.00
Fiscal Support	14.00	17.00	21.00	25.00	29.00
Instructional Support	14.00	15.00	17.00	19.00	21.00
Student Services Support	14.00	15.00	17.00	19.00	21.00
Technical Support	14.00	17.00	21.00	25.00	29.00

Job Category	Level I	Level II
Facilities Support – Custodial	16.00	21.00
Facilities Support – Grounds	19.00	24.00
Facilities Support – Maintenance	19.00	24.00

HR Guidelines for Hiring a Short-Term Hourly Employee:

- Short-term employee is any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuous basis. May be employed to perform work at a one-time event that occurs on an irregular basis. Employment shall not result in the displacement of Classified personnel (EC\$88003).
- May not exceed 160 working days within the fiscal year. This is to be a cumulative figure, the sum being the combined days worked in all departments. Hiring managers must monitor and ensure employee does not work beyond 160 days regardless of hours worked in a day. Authorization to work an employee beyond the 160 days must be obtained by VP, HR prior to the extension.
- Limited to 999 hours worked per fiscal year as required by CalPERS retirement law §20305(3)(B).
- At-will, no entitlement rights to any position in the District, and not benefits eligible.
- Entitled to sick leave per Labor Code §2810.5 (effective 7/1/15).

Job Category	Brief Description
Administrative Support	On a temporary basis provides general clerical, secretarial, and administrative support assistance to various campus divisions, departments, and programs.
Athletics Support	On a temporary basis provides general assistance during athletic events.
Campus Safety Support	On a temporary basis provides campus safety assistance.
Campus Services Support	On a temporary basis provides assistance to areas supporting campus technical services.
Facilities Support	On a temporary basis provides assistance in the areas supporting facilities including custodial, grounds, and maintenance services. Pre-Employment physical exam is a requirement.
Fiscal Support	On a temporary basis provides assistance to the fiscal operations.
Instructional Support	On a temporary basis provides services in tutoring support of instructional programs, divisions, and departments.
Student Services Support	On a temporary basis provides services in support of student services programs, divisions, and departments.
Technical Support	On a temporary basis provides technical assistance to divisions, departments, events and programs.

Level	Brief Description
Level I	Provides basic help for basic tasks and duties under supervision.
Level II	Some work experience in the particular job field is mandatory. Duties include responsibility for more complex functions and tasks. This level requires minimal direct supervision.
Level III	Requires experience and specialized knowledge. Duties include a variety of advanced tasks pertaining to more complex work and/or skills. Must be capable of using independent judgment and able to serve as a lead to others who are less skilled.
Level IV	Extensive experience required. Should have specialized knowledge or training for specific functions. Strongly independent judgment, leadership, and communication skills as well as knowledge of relevant College policies as necessary. May work independently.
Level V	Extensive experience required. Must have specialized and advanced knowledge for specific functions as well as judgment and problem solving skills. Must be able to handle complex tasks and provide guidance and leadership. Detailed knowledge of relevant College policies is necessary.