

OHLONE COMMUNITY COLLEGE TEMPORARY/HOURLY PAY RATES					
EFFECTIVE JANUARY 1, 2019					
STUDENT WORKER I- NON FINANCIAL AID		STEP A	STEP B	STEP C	STEP D
Student Worker I: No experience or education requirement. Under direct supervision, performs entry-level manual or clerical tasks that require one-step demonstration and limited use of independent judgment and creativity. Tasks are simple, routine and repetitive. The intent of hiring a Student Worker I is to provide the student with some exposure to the work environment. Examples of Student Worker I assignments: clerical assistants, receptionists, laborers. Placement on the steps should consider if the student is in his/her 1st semester, 2nd semester or 3rd or more. Example using the scale: the English Learning Center uses this scale to pay Student Worker Clerks.		12.00	12.25	12.50	
STUDENT WORKER II- NON FINANCIAL AID					
Student Worker II: Experience and/or education in an area related to the student's coursework or future interest. Under direct supervision, performs tasks that require a moderate degree of independent judgment. Tasks may vary in degree of complexity. Student Worker II differs from Student Worker I in that the latter requires specialized training/knowledge (Excel, Word, Powerpoint, Accounting and/or record-keeping), broader range of expertise and greater responsibility. Examples: Cashiers, Lab Aides, Tutors. Placement on the scale may consider whether or not the students have special training through the EDUC 190 courses as well as the number of semesters completed.		13.50	13.75	14.00	14.25
STUDENT WORKER III- NON FINANCIAL AID					
Student Worker III: Requires a minimum of one year experience in an area related to the student's coursework or future interest. Under direct supervision, performs tasks that require high creativity within the scope of the assignment. Examples: Human Resources, Marketing, Radio, Television, CNET		14.00	14.25	14.50	14.75
STUDENT WORKER - High School Labs Assistants					
Student Worker - High School Lab Assistant		15.25			
STUDENT WORKER - Student Escort Officers (SEO)					
Student Worker - Student Escort Officer		13.25			
STUDENT: WORK-STUDY STUDENTS (Managed and assigned through Financial Aid)					
Work Study Students		12.00			
CLASSIFIED SUBSTITUTES (not to exceed 165 days in a fiscal year)*					
Classified Substitutes are temporary employees who are not a part of the classified service. They are hired to replace regular classified employees who are temporarily absent from duty. Employment duration is no more than 165 days per fiscal year (Ohlone's rule). Substitute employees hired while a recruitment to fill the position is being conducted shall not exceed 60 days unless negotiated with the bargaining unit. Before hiring a substitute, please consult with the Human Resources department. A copy of the current academic year calendar may be required to be attached to the Personnel Action Form that indicates the duration of the substitute assignment. Placement is on the regular salary schedule at Step A of the range of the employee being replaced. Discretion can be used for placement higher than Step A.					
SHORT-TERM EMPLOYEES (not to exceed 165 days in a fiscal year)*					
Short-term employees: means 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 continuing basis. Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75 percent of a school year (including holidays, vacation and sick). Therefore, a short-term employee shall not exceed 165 work days per fiscal year in accordance with Ohlone's policy. Please discuss hiring short-term employees with the Human Resources department prior to hiring. A copy of the current academic year calendar may be required to be attached to the Personnel Action Form that indicates the duration of the short-term assignment. Pay is dependent on education and expertise. Short term employees are hired to help during peak periods, such as registration, hiring, awarding financial aid, student orientations, or implementing a new process.					
EXPERT TUTORS					
Expert Tutors are considered students currently attending a four-year university and have completed sufficient upper division coursework to be tutoring Ohlone Students in high level classes in a particular subject(s); or graduate students with expertise in a particular subject(s). As of January 1, 2018, the district will implement a pilot program to include community members with specif expertise to assist students with high level tutoring.		16.00	17.00	18.00	19.00
AMERICAN SIGN-LANGUAGE INTERPRETERS					
NON-CERTIFIED					
NON-CERTIFIED AMERICAN SIGN LANGUAGE INTERPRETER		LEVEL I: Range 41/Step 1	LEVEL II: Range 41/Step 3	LEVEL III: Range 41/Step 6	LEVEL IV: Certified Equivalent
		26.72	29.18	33.74	42.66
CERTIFIED					
NIC, NAD Level V, CSC, CI, CT, CI/CT Certified		LEVEL V 53.04 Per HOUR	NIC: Master or NIC: Advanced 63.24 Per Hour	Master or Advance degree + 10 years of experience 66.30 Per Hour	
PROFESSIONAL EXPERTS					
Professional Experts are employees hired on a temporary basis for a specific project(s). Professional Experts are hired as Contract or Community Education Instructors or in other similar capacities. Pay is dependent on the project or community or contract education class hired to teach.					