

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
NON-ACADEMIC NON-CLASSIFIED EMPLOYEES [NANCE]
EMPLOYMENT RULES AND SALARY SCHEDULE**

INTRODUCTION

The San Diego Community College District operates under the authority of the elected Board of Trustees. The chief administrative officer of the District is the Chancellor. The District is composed of four major campuses, each administered by a President: City College, Mesa College, Miramar College and Continuing Education. The District Office operates in five functional areas: Business & Technology Services, Facilities Management, Human Resources, Instructional Services & Planning, and Student Services. Each functional area is managed by a Vice Chancellor.

It is the policy of the San Diego Community College District to provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status.

EMPLOYMENT LIMITATIONS

The San Diego Community College District shall utilize non-academic, non-classified employees [NANCE] in accordance with California Education Code Section 88003.

The regulations apply to employees who are not members of the classified service as defined by the California Education Code Section 88003 and who serve in positions that do not require academic certification.

The following are exempt from the classified service: Short-term, Substitutes, Student Workers, Personal Services Contracts, and Professional Experts.

The code states that temporary hourly employees who are employed and paid for less than 75% of the school year and are not providing continuous service shall not be a part of the classified service. Therefore, the District has limited a NANC employee a maximum of 175 days or less based on the category in which they are hired:

Short-term	175 days
Substitute for classified vacancy	175 days
Substitute for classified absence	50 days
Personal Services Contract	175 days

The following are *exempt* from the above 175-day limit:

- A. All **full-time students** who carry at least 12 semester units for both the Fall and Spring Semesters and are not displacing classified employees. Graduate students carrying a full load will provide a letter from the Dean, Graduate School confirming schedule as an equivalent of full time. Continuing Education non-credit students enrolled with a full-time load (15 hours per week). Student workers may work up to a maximum of 25 hours per week during academic year.
- B. All **work-study** students employed for 20 hours or less per week in any San Diego Community College District college work-study program; or
- C. All **work experience** students employed for 20 hours or less per week in a work experience education program conducted by the San Diego Community College District which is financed by state or federal funds; or

A student waiver form must be completed and filed **each** semester for items A-C above.

- D. **Professional Experts** employed on a temporary basis for a specific project, regardless of length of employment. (Requires prior approval through the Classification Office.)

AFFORDABLE CARE ACT (ACA) – Employees working 30 hours or more per week are considered full-time employees under the ACA and are eligible for medical benefits. Hours of service for students in the federal work study program or similar state program are exempt from the full-time determination. However, there is no general exception for student employees or students working as paid interns. (Requires prior approval from a Cabinet member to work NANC employees more than 25 hours per week.)

NANC employees are not eligible to work assignments of more than 40 hours per week or work more than 8 hours per day.

Minors (under 18 years of age) must have a work permit prior to employment and are limited to not more than 4 work hours per day. A person who has graduated from high school or received a certificate of proficiency is considered an adult on labor relations matters. Therefore, such an individual is not required to have a work permit nor does the 4-hour work limitation apply.

NON-ACADEMIC NON-CLASSIFIED EMPLOYEE SALARY SCHEDULE

Effective January 1, 2015

TITLE	HOURLY RATE	TITLE	HOURLY RATE
Accompanist I	\$16.04	Intern	\$19.24
Accompanist II	21.38	Interpreter for the Deaf I	26.73
Account Clerk I	9.78	Interpreter for the Deaf II	29.93
Account Clerk II	11.76	Interpreter for the Deaf III	37.42
Administrative Aide	10.42	Interpreter for the Deaf IV	42.76
Airframe/Power Technician	10.69	Interpreter for the Deaf V	47.04
Architectural Draftsperson	13.90	Laborer	9.78
Associated Student Officer	10.69	Lifeguard	11.76
Athletic Assistant	9.27	Model	16.04
Athletic Equipment Assistant	9.00*	Network Assistant	11.22
Athletic Teaching Assistant	10.69	Nurse Associate I	19.24
Broadcast Operations Assistant	9.00*	Nurse Associate II	23.52
Broadcast Technician	11.33	Nurse Associate III	27.79
Career Services Specialist	9.99	Office Assistant I	9.00*
Child Development Specialist	10.69	Office Assistant II	9.27
College Police Projects Analyst	26.73	Parking Assistant	12.83
Communications Assistant	9.88	Peer Counselor	9.27
Community Patrol Assistant	9.06	Plant Operations Aide	10.69
Concessionaire	9.00*	Plant Operations Aide (2nd/3rd Shift)	11.22
Delivery Assistant	9.00*	Reader Assistant	9.27
District Aide	9.00*	Real-Time Captionist I	32.07
Educational Technician	12.83	Real-Time Captionist II	37.42
Educational Transcriber I	21.38	Real-Time Captionist III	42.76
Educational Transcriber II	26.73	Receiving Assistant I	9.00*
Educational Transcriber III	32.07	Receiving Assistant II	9.78
Emergency Med. Tech Trainer	10.69	Safety Aide	9.00*
Enrollment/Registration Clerk I	9.27	Security Officer	10.55
Enrollment/Registration Clerk II	10.69	Site Inspector	21.38
Financial Aid Assistant	11.76	Skilled Maint. Worker-Spec. Project	12.35
Financial Aid Outreach Specialist	16.04	Stock Assistant	9.00*
Food Service Assistant I	9.00*	Student Services Clerk	9.00*
Food Service Assistant II	9.00*	Teacher Prep-Aide	9.00*
Food Service Assistant III	9.01	Technical Writer, Associate	14.16
Food Service Assistant IV	9.52	Technical Writer, Senior	18.71
Grill Cook I	10.69	Temporary Cashier I	9.00*
Grill Cook II	12.29	Temporary Cashier II	9.00*
Grounds Assistant	9.00*	Testing Specialist	9.27
Health Services Assistant	9.27	Theatre Assistant	9.00*
Health Services Technician	10.69	Tool Room Attendant	9.00*
Information Assistant	11.22	Tutor	9.27
Instructional Aide/Tutor	9.00*	Tutor, Senior	10.69
Instructional Assistant	9.78		
Instructional Lab Technician	10.69		

* Minimum Wage increase effective 07/01/14.

NON-ACADEMIC NON-CLASSIFIED EMPLOYEE - WORK STUDY SALARY SCHEDULE

Effective July 1, 2014

TITLE	SALARY	TITLE	SALARY
Administrative Assistant	\$9.78	Student Accompanist	\$9.00*
Custodial Aide	9.00*	Student Aide I	9.00*
Parking/Information Aide	9.00*	Student Aide II	9.78
Peer Counselor	9.27	Tutor I	9.27
Reader Assistant	9.27	Tutor II	10.69

* Minimum Wage increase effective 07/01/14.