Umpqua Community College
Guidelines for On Call or Casual Classified Staff & Students
(Effective 01-01-13 Oregon Minimum Wage is $8.95)

These guidelines do not apply to any classified employee who is a bargaining unit member of ACEUCC as the collective bargaining agreement covers pay practices.

1. Wage rate for student work-study programs is $8.95. This is a special program administered by the Financial Aid office.

2. All part-time, regular employees will be hired at the base step of a Grade that is appropriate for assigned duties and job description.

3. The part-time hourly pay rate is determined by dividing the annual rate of the base step of the appropriate full-time Grade by 2080 (number of work hours in a year = 40 hrs/wk x 52 wks/yr).

4. Positions considered as On Call or Casual may use $8.95.
   a. First year Lab Aides, Tutors, Note Takers, Readers, etc. use $8.95.
   b. Returning or continuing staff may be placed at the rate of $9.15, $9.40, or $9.65 per hour. Some positions that may fall into these salary levels are Lab Aides and Tutors.
   c. Determination of placement will be made by the Administrator or Supervisor with approval of the Director of Human Resources with consideration for budget, internal equity and consistency.

Definition:

An On Call or Casual Employee is an employee who works an average of less than 20 hours per week.