

NAPA VALLEY COMMUNITY COLLEGE DISTRICT
Short-Term Hourly Pay Schedule
2026-2027

| Job Category | Level I | Level II | Level III | Level IV | Level V |
|-------------------------|---------|----------|-----------|----------|---------|
| Administrative Support | \$16.90 | \$18.00 | \$19.00 | \$20.00 | \$21.00 |
| Athletics Support | \$16.90 | \$18.00 | \$19.00 | \$20.00 | \$21.00 |
| Campus Safety Support | \$16.90 | \$18.00 | \$20.00 | \$22.00 | \$24.00 |
| Facilities Support | \$16.90 | \$18.00 | \$19.00 | \$20.00 | \$21.00 |
| Fiscal Support | \$16.90 | \$19.00 | \$21.00 | \$23.00 | \$25.00 |
| Instructional Support | \$16.90 | \$18.00 | \$19.00 | \$20.00 | \$21.00 |
| Student Affairs Support | \$16.90 | \$18.00 | \$19.00 | \$21.00 | \$23.00 |
| Technical Support | \$19.00 | \$21.00 | \$23.00 | \$25.00 | \$27.00 |

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 195 working days within the fiscal year. This is to be a cumulative figure, the sum being the combined days worked in all departments. Hiring manager must monitor and ensure employee does not work beyond 195 days regardless of hours worked in a day.
- Limited to 19 hours per week.
- At-will, no entitlement rights to any position in the District, and not benefits eligible.

| 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. |
| Facilities Support | On a temporary basis provides assistance in the areas supporting facilities including custodial, grounds, and maintenance services. |
| Fiscal Support | On a temporary basis provides assistance to the fiscal operations. |
| Instructional Support | On a temporary basis provides services in support of instructional programs, divisions, and departments. |
| Student Affairs Support | On a temporary basis provides services in support of student affairs 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. |