

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE:	Employee Group Classification
DIVISION:	Human Resources
CATEGORY:	Personnel
NUMBER:	BP-415
APPROVAL/DATE:	F. Lynne Klemke, President, WCCA Board of Governors Date: August 21, 2019

Purpose

This policy defines the various types and statuses of employees that are employed by the Western Community College Area to work at Western Nebraska Community College (WNCC).

Scope

This policy applies to all WNCC employees.

Policy

Employees of Western Nebraska Community College (WNCC) are comprised of the following employee group classifications: Administrative, Faculty (full-time), Faculty (temporary), Adjunct Instructors (part-time), Professional, Support Staff, Trainers, Student Hourly and Work-Study, and Volunteers. This policy defines the classifications.

Employee Definitions

- 1) **Administrative:** A full-time employee of the College who has administrative responsibilities and whose work is directly related to the management of business operations or performance of work of a technical nature. Administrative employees may have teaching assignments as part of their assigned responsibilities at the discretion of the President (up to one course per term in addition to their regular full-time responsibilities). Each employee shall receive a benefits and compensation statement based on a fiscal year. The President recommends to the Board of Governors the appointment of all full-time administrative employees.

Note: The employment of the President is subject to the terms and conditions of his/her contract and Board Policy 845.0200.01 Annual Review of College President's Performance.

- 2) **Faculty (Full-time):** All full-time teaching personnel and other professional personnel employed by the Board, whose assignments are comprised of at least one-half of duties as a faculty member. This includes the following positions: Instructor, Clinical Instructor, Librarian, Coordinator of AV Services, Counselor, and Division Chairs, per the Negotiated Agreement. The President recommends to the Board of Governors the appointment of all faculty.

The normal teaching obligation length of full-time faculty includes either 175- or 220-day contracts for faculty and 228 days for Librarians.

Faculty members shall be assigned status according to one of the following:

- **Probationary:** New faculty who serve a probationary period from the date of employment until the completion of employment under two (2) consecutive full academic years.
 - **Continuing Contract:** Faculty who have successfully completed two (2) consecutive full-year, regular contracts with WNCC and have formally transitioned from probationary to continuing contract status.
- 3) **Faculty (Temporary):** Temporary full-time faculty positions provide the College the opportunity to meet immediate needs created by unanticipated circumstances. Unanticipated circumstances may include the replacement of a full-time (FT) faculty position on short notice, acquisition of a new position late in the fiscal year, and/or unanticipated increases in enrollment where adjunct resources are not readily available. Duties and responsibilities are temporary full-time in nature, or whose combination of teaching and non-managerial duties are temporary full-time. The President recommends to the Board of Governors the appointment of all temporary faculty. Length of assignment is one-year (two semesters) or two-year (four consecutive semesters) maximum length based upon institutional need. Actual activity assignments for temporary full-time faculty may vary, contingent on instructional load, needs of the institution, or discipline function in the overall curricular offering.
 - 4) **Adjunct Instructors:** Relates to any teaching employee of the College whose duties and responsibilities are part-time in nature. The length of assignment for an adjunct instructor may vary based upon enrollment and institutional need. Actual activity assignments are contingent on instructional load, needs of the institution, or discipline function in the overall curricular offering. The maximum teaching load is nine (9) hours per semester, as calculated by ratios of credit and calculated weekly contact hours. The President has the authority to appoint adjunct instructors.
 - 5) **Professional:** A full-time employee of the College who primarily performs office or non-manual work that assists in the general business operations or other administrative-related services. Work often includes the use of discretion and independent judgment with respect to matters of significance. The benefits and compensation statement shall be based on a fiscal year. The President recommends to the Board of Governors the appointment of all full-time professional employees.
 - 6) **Support Staff:** Employees of the College whose duties and responsibilities are college-supportive, non-teaching, and non-managerial in nature. These employees work by the hour. A support staff employee shall be considered on probationary status during the first ninety (90) working days of his/her initial employment or position change. Continuation of his/her employment after this period is dependent upon mutual satisfaction of the employee and the College. If, during this probationary period, an employee's work is not satisfactory, he/she shall be notified that employment will be terminated at the discretion of the College. The President has the authority to employ or terminate support staff employees.
 - 7) **Trainers:** Relates to any employee providing training or instruction in the non-credit class (community education, business, and industry) setting, whose duties and responsibilities are part-

time/casual/as needed/temporary in nature. The length of assignment for individual trainers may vary based upon enrollment and institutional need. Actual activity assignments may vary, contingent on needs of the institution, or discipline function in the overall curricular offering. The maximum hours worked per week (beginning Sunday at 12:01 a.m. and ending on Saturday at midnight) shall not exceed twenty-eight (28) hours.

- 8) ***Student Hourly and Work Study:*** Students are those who work within the College while they are enrolled in at least six (6) credit hours. Student employees are subject to the rules of the funding source for the position they hold, and employment records are subject to the Family Educational Rights and Privacy Act (FERPA). Student employees are limited to working no more than twenty (20) hours a week when classes are in session; limits may vary depending on the funding source and funds available. Student employees, with the exception of work-study employees, may work up to twenty (20) hours a week, during academic breaks or breaks between terms at the discretion of the College; work-study employees may not work during academic breaks. International students hired as student employees are subject to restrictions and limits outlined in 8 CFR 214.1 Requirements for Admission, Extension, and Maintenance of Status (for the Student and Exchange Visitor Program). Student employee positions terminate at the end of each academic year; students hired in subsequent years are hired as new employees. Student employees may include:
- *Student Hourly:* Student hourly employees must be enrolled and regularly attending classes.
 - *Work Study:* Work-study employees are subject to the terms and conditions of Federal Title IV regulations (34 CFR 675).
- 9) ***Volunteers:*** Those individuals who volunteer their time without expectation of payment or regular employment and are not considered a part of the WNCC employee group classification. Volunteers are subject to the terms of their assignment and must complete a Volunteer Affidavit prior to involvement.

Applicability

FICA regulations provide that an employee whose services are incident to and for the purpose of pursuing a course of study has the status of a student. If an employee is a full-time employee then the employee's services are not incident to and for the purpose of pursuing a course of study.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number:

Various

Revision Date and Board of Governors' Minutes Item Number:

August 21, 2019

Prior Policy Number:

420.0100.96 – Employment/Termination
425.0100.79 – Appointment
425.0200.96 – Contract Days
430.0100.79 – Appointment
430.0200.96 – Contracted Days
430.0300.92 – Faculty Assignment
430.0310.91 – Additional Faculty Assignments
430.0400.86 – Salary Schedule (Annual)
430.0600.86 – Salary Schedule Movement
430.0650.86 – Reduction In Force
430.0700.79 – Non-Reappointment
430.0800.86 – Summer School Pay
430.0900.86 – Extra Contractual Teaching
430.1000.86 – Payment of Course Development
430.1075.14 – Leave: Employee Responsibility
430.1100.86 – Sick Leave
430.1400.86 – Bereavement Leave
430.1500.86 – Grievances
440.0100.79 – Appointment
440.0200.96 – Contracted Days
440.0300.92 – Faculty Assignments
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440.0400.86 – Salary Schedule (Annual)
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440.1100.86 – Sick Leave
440.1400.86 – Bereavement Leave
440.1500.86 – Grievances
445.0100.79 – Appointment
450.0200.79 – Appointment

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Human Resources

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References