

EMPLOYEE GROUP CLASSIFICATION

Employees of Northeast Community College are comprised of four employee group classifications: Administrative, Classified, Faculty and Professional/Managerial. Definitions of each classification are as follows:

Administrative: one who primarily manages the agency, department or subdivision and customarily and regularly directs two or more other employees; possesses the authority to recommend the hiring and/or firing of an employee, or to make suggestions that are given substantial weight in such decisions and regularly exercises discretionary power. Administrators shall include those Northeast Community College employees with the rank of Dean, Executive Director, Vice President, and President.

Classified: one who performs work that by custom in business, industry, and other institutions of higher education is managed on an hourly basis with such work compensated according to hours worked or earned, including clerical, office, custodial, maintenance and other general service workers. Classified employees are subject to the Federal and State of Nebraska Wage and Hour Laws.

Faculty: one whose primary work assignment is teaching students. Faculty shall include those Northeast Community College employees whose job descriptions contain the titles of Instructor, Adjunct Instructor, and Program Director.

Professional/Managerial: one who primarily performs office or non-manual work directly related to management procedures, general business operations, or other administrative-related services to Northeast Community College. Primary duties include work requiring the exercise of discretion and independent judgment; one who does not devote more than twenty percent (20%) of his/her workweek in the performance of tasks not closely related to the previously listed items. Professional/Managerial staff shall include employees who have duties and responsibilities for being directors, coordinators, technicians, student advisors, recruiters, registrars, and other similar assignments.

Note: These classification descriptions are for definition purposes only and do not imply or suggest any extension of employment rights based upon being placed in a particular classification. Part-time and adjunct employees are placed into the above categories but are not included in any employee bargaining unit. Employees are placed in one of the four classifications based upon their primary assignment as administratively determined.