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POLICY

Personnel Governance

All employees of Southeast Community College are hired to support the College's Strategic Plan, including goals related to enrollment and success, program development faculty and staff excellence, partnerships, educational environment, financial stability and organizational environment. Each individual is expected to strive to maximize a positive and engaging organizational environment by encouraging input, reflective and transparent communication and compassion and respect toward the views and ideas of others. Faculty, administrators and staff are all vital parts of one College with the single purpose of empowering and transforming its students and the diverse communities it serves.

Southeast Community College recognizes the value of its employees and will provide working conditions which are conducive to good mental, physical health and wellbeing and supportive of individual growth and staff development that meet all federal and state legal requirements.

Employees can expect their rights to be fully protected and concerns & grievances duly adjudicated.

Except as provided by statute or specifically set forth in a written individual contract of employment, all employees of Southeast Community College are deemed to be employed at-will.

Definitions: For purposes of the Board of Governors "Personnel" policies, unless the context otherwise requires, the terms below shall have the following meanings:

(1) "Faculty" means all full-time community college instructors (referred to as "teachers" in sections 85-1528, et. seq.), other than and excluding (a) administrators, (b) adjunct instructors or (c) substitute teachers; PROVIDED, that an instructor who has been hired to fulfill the duties of another instructor who is on leave of absence shall not accrue any rights under Neb. Rev. Stat. §85-1528, et. seq. during the period that the employee is fulfilling such duties.¹

(2) "Full-time-equivalency" means a full "workload" or "class-load" for an instructor as defined by the college by policy or negotiated agreement with the recognized bargain unit for college faculty.

(3) "Probationary faculty" means an instructor who has been employed with the College for less than the first **two (2)** contract years.

(4) "Non-probationary faculty" means an instructor who has served the probation period as defined in subsection (4) above.

(5) "Adjunct instructor" means someone who conducts College instruction on a per-term or on an as needed basis"; and these positions are temporary, for one term only (or less) and do not automatically

¹ Ackerman v. Metropolitan Community College Area, 6 Neb. App. 536, 575 N.W.2d 181 (1998).

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renew for additional terms and are not a member of the recognized bargaining unit for full-time faculty of the College.

(6) “Non-Instructional Staff” means any employee providing services that support the educational process but does not involve instruction of students, excluding Administrators.

(7) “Board” means the Board of Governors of the college.

(8) “Administrator” means persons in the position of college vice-presidents (including vice-president of director of instruction or director of human resources, deans and assistant deans, but does not include the College President.

(9) “College President” shall mean the chief executive officer of a community college.

(10) “Contract Period” means the contract period for all faculty, administrators and non-instructional staff which commences on **August 1st and ends the ensuing July 31st** of each academic year.

(11) “At-will” means for all administrative employees, non-instructional employees, and non-instructional assignments to faculty, that all such employees are employed on an "at will" basis and shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

(12) “Non-renewal” means the ending of employment relations with a probationary faculty, or an administrator or non-instructional staff (when applicable to employment contract for a definite term) at the end of a contract year; such non-renewal may be for any reason the College President or Board of Governors deems sufficient.

(13) “Just cause” means: (a) Incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by the Board; or (h) other conduct which interferes substantially with the continued performance of duties.

(14) “Amendment or amend” means the amendment of the contract of faculty from full-time to part-time, or from part-time to lesser part-time for the ensuing Contract Period.

(15) “Termination or terminate” means the termination of the employment contract of non-probationary faculty on a continuing contract at the end of the current Contract Period; this definition does not apply to or otherwise limit the ability of the College to cancel the employment of employees not referenced in this definition.

(16) “Cancellation or cancel” means the ending of the contract of faculty (probationary or non-probationary), an administrator, or non-instructional staff (when applicable to employment contract for



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a definite term) during the current Contract Period; this definition does not apply to or otherwise limit the ability of the College to cancel the employment of employees not referenced in this definition.

Contract of employment; writing required:

A contract for the employment of faculty, administrator or a non-instructional employee for Southeast Community College shall be in writing.

***NOTE: Faculty and Professional Association members are subject to the terms set forth in their negotiated agreements.**

Related Procedure: E-1a

Adopted: 12/13/22

Reviewed: 02/05/19, 4/22/20, 08/09/21, 10/29/21, 12/10/21, 10/21/22, 11/08/11, 12/05/22

Next Review: TBD

Web link:

Tags: personnel

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