

Any individual seeking employment at Southeast Community College will be afforded every consideration provided under equal opportunity, access, and fair employment standards. Application for employment and other personnel matters will be considered regardless of race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, gender identity, disability, or other factors prohibited by law.

Position Classification

1. **Administrative:** Administration and management of the institution. Regularly exercises discretion, independent judgment and directs the work of others.
2. **Faculty:** Conducts College instruction on a full-time basis.
3. **Adjunct Faculty:** Conducts College instruction on a per-term or as needed basis.
4. **Professional Staff:** Manages, coordinates and delivers exempt/professional level services for the College or other exempt duties as defined by FLSA.
5. **Support Staff:** Provide support services to the College in general areas of office, technical, paraprofessional, skill crafts, service, and/or maintenance.

A probationary period applies to all full-time employees. The probationary period provides for job adjustment, for the Supervisor to closely observe the employee's work and an opportunity for both the employee and the College to determine whether or not to continue the employment relationship. This includes both initial employment and reassignment to a different position in the College where an employee is to be supervised and evaluated.

The College may determine at times it is necessary or appropriate to transfer personnel to a different position within the College through the reassignment or transfer process.

At any time during the probationary period, an employee may resign without prejudice, or the College may discharge a probationary status employee apart from the grievance or disciplinary procedures.

Prior to the end of the probationary period, the employee should be evaluated, and a specific recommendation should be made regarding continued employment. If retained computation of length of service will be effective as of the original date of employment.

Position FTE Status

- Computation of full-time equivalency (FTE) for positions is based on a fiscal year.
- Computation of FTE for positions in the faculty classification will be specified within the faculty contract.
- Computation of FTE for positions for all classifications other than faculty will be based on 2,080 hours (40 hours per week for 52 weeks a year equals an FTE of 1.00).

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- A full-time position status is a FTE factor 0.75 or greater.
- Positions with a FTE less than 0.75 are considered part-time.
- No position may have an FTE factor greater than 1.00.

Qualifying for Benefits

All positions with a full-time status are eligible for benefits. Part-time employees may be eligible for limited benefits. Full-time faculty are subject to the terms and conditions of the current Faculty agreement.

Position Types

Positions are defined as “regular” “temporary” or “seasonal” according to the following:

Regular Position: A position, regardless of full-time equivalency, with a normal expectation of an ongoing commitment. Normally, a regular position has a fixed number of hours on a regular schedule.

Temporary Position: A position, regardless of full-time equivalency, for a specific purpose or assignment. A temporary position is normally expected to be completed in one (1) year or less and employment may be terminated at any time without cause.

Adjunct faculty positions are temporary, for one term only (or less) and do not automatically renew for additional terms.

Seasonal Position: A position, regardless of full-time equivalence, is classified as temporary and short term in nature. The duration of the position must be less than 120 calendar days. Seasonal employees are not eligible for benefits and employment may be terminated at any time without cause.

Qualifications

All College employees must meet the minimum qualifications and/or credentialing for a particular job as listed in the position description. The administration reserves the right to waive minimum qualifications if it will best serve the interests of the College and meets the training, tested experience, and/or dual credit standards and practices as set forth by the accrediting agencies. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice. Such a waiver shall be non-precedential.

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Faculty Qualifications

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Faculty (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Faculty will be involved in establishing the academic credentials for instructional staff.

Non-Faculty Qualifications

Non-Faculty qualifications are determined by the College based upon the needs, skills, experience, and training required to effectively perform the work as related to the position. Staff members providing student support services, such as tutoring, financial aid advising, academic advising and cocurricular activities, are appropriately qualified, trained, and supported in their professional development.

Faculty and Professional

Tenure does not exist at Southeast Community College; instead, the faculty come under the provisions of the Nebraska Continuing Contract Law Neb. Rev. Stat. 85-1528 through 85-1534.

Faculty and professional classifications will be subject to probationary terms for a period of 24 months from the date of employment or as defined per contract and/or state statute.

Administrative and Staff

Newly hired employees will be placed on a probationary period of 120 working days from the date of employment.

Assignment of Work

The College Administration retains the exclusive right to assign any current administrative, faculty, professional staff or support staff employee to fill any job or function within the College, as long as the assignment is within the employee's current qualifications. This right includes, but is not limited to, assignment of specific job duties, scheduling during the workday and assignment of work location.

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Reclassification

Approved reclassifications are effective July 1 of the following fiscal year. When deemed necessary and appropriate by administration, a different effective date may be established. Requests for a different effective date must include detailed written information to justify and support the request for change.

Employee Request – Incumbent employees may make an official written request for reclassification consideration to their Supervisor by stating how they perceive their position has changed significantly from the responsibilities originally outlined in their position description. The Supervisor must support the request in writing.

Supervisor’s Request - A Supervisor may initiate a written request for reclassification consideration (which may include requests for consolidating or combining positions) for any position under their immediate supervision. The request may be part of a reorganizational request by the program.

Out of State Employment

The College may determine at times it is necessary or appropriate to employ personnel who live outside of the state of Nebraska. That determination will be made according to considerations including, but not limited to:

- Skill sets advantageous to the College providing the best educational support for its employees and students
- Human Resources ability to accommodate state reporting requirement
- Other factors as determined necessary or appropriate by the College

Related Procedure: E-2a, E-2b, E-2c, E-2d

Adopted: 12/13/22

Reviewed: 02/05/19, 4/22/20, 08/09/21, 10/25/21, 10/29/21, 02/03/22, 10/21/22, 11/08/22

Revised:

Next Review: TBD

Web link:

Tags: personnel, beginning employment, qualification