

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5010 Categories of Personnel;
Employees**

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BOARD POLICY

Personnel employed in the System shall be placed in one of the following categories:

1. **Faculty.** This category includes persons serving in full-time, ranked faculty positions. Faculty includes all persons holding academic rank of instructor and above, or formally approved equivalent ranks.
2. **Non-Ranked Faculty.** This category includes all persons employed under a special appointment as a graduate assistant, lecturer, part-time faculty, or adjunct faculty and other positions as designated by the Board.
3. **Professional Staff.** This category includes all personnel who are not included in the faculty, non-ranked faculty, support staff, student or temporary employee categories. Included in this category are all employees holding titles such as Chancellor, Vice Chancellor, President, Vice President, Dean, and Director, as well as other administrative, professional and managerial staff and some graduate assistant positions.
4. **Support Staff.** This category includes all persons who are not included in the faculty, non-ranked faculty, professional staff, student or temporary employee categories; who may perform clerical, office, custodial, or maintenance duties and are compensated on an hourly basis.
5. **Student Employees.** This category includes all employees whose primary occupation or involvement is that of student. Regardless of the funding source, student employees may not work more than one thousand four hundred fifty-six (1,456) hours during the twelve (12) month calendar year.
 - a. International students or non-resident alien student employees who are on F-1 Visas may work up to twenty (20) hours per week when school is in session and up to forty 40 hours per week when school is not in session including summer and semester breaks.
 - b. Work study student employees may not work more than twenty (20) hours per week during the academic year in which they receive work study funds.
6. **Temporary Employees.** This category includes hourly employees such as seasonal, special events, short term replacements, and other employees who are hired into non-budgeted positions. Temporary employees shall not work more than twenty-four (24) hours in any given week. An exception to that limitation may be allowed by the Vice President of Administration and Finance, so long as the total number of hours worked in a year does not exceed one thousand four hundred fifty-six (1,456) during the twelve (12) month calendar year. Temporary employment opportunities may be posted at the discretion of the College. Temporary employees shall receive a letter at the time of hire explaining the limited nature of their position. Temporary employees shall be paid through bi-weekly payroll unless insurance coverage is required pursuant to the Affordable Care Act. If insurance coverage is required, the temporary employee shall be paid through monthly payroll.

A report apprising the Board of ongoing personnel actions and appointments are due to the System Office on the date Board materials are due prior to each Board meeting.

A report of the annual salary for each employee shall be provided to the Board at the June Board meeting. The report shall include for each position, the individual occupying that position, position FTE, as well as the recommended salary, and a notation as to the term of the appointment.

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Policy Adopted: 1/28/77
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