

Board of Trustees of the Nebraska State Colleges

Personnel

POLICY NAME: Categories of Personnel

POLICY NUMBER: 5010

A. PURPOSE

To define categories of personnel for the Nebraska State College System.

B. DEFINITIONS

None

C. POLICY

1. Categories of Personnel

1.1 Faculty

This category includes all persons serving in full-time, ranked faculty positions. Faculty includes all persons holding academic rank of instructor and above, or formally approved equivalent ranks.

1.2 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.

1.3 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.

1.4 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.

1.5 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.

- 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. These maximum hour limits can be changed consistent with any action and formal legal notice from the United States Department of Homeland Security.
- 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.

1.6 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.

2. Reports

- 2.1 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.
- 2.2 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.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: January 1977

Policy Revised: June 1993, November 1995, June 2006, June 2011, April 2014, November 2015, March 2016, April 2020, May 2022, August 2024