

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

## **SECTION 7– HUMAN RESOURCES SUBSECTION 72 – CLASSIFICATION, COMPENSATION & WORK ASSIGNMENTS**

### **POLICY NUMBER: BP – 7210**

#### **EMPLOYEE GROUP CLASSIFICATION**

##### **1. POLICY REASON/PURPOSE/INTENT**

To define the employee group classification categories.

##### **2. DEFINITIONS**

N/A

##### **3. POLICY**

3.1 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:

- 3.1.1 Administrative: one who primarily manages an agency, department or subdivision and customarily and regularly directs the work of at least two or more other full-time employees or their equivalent; 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 (executive, vice president and associate vice president), and President.
- 3.1.2 Classified: one who primarily performs manual or office work that is not directly related to the management of the college. Does not regularly direct the work of two or more full-time employees or their equivalent.
- 3.1.3 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.
- 3.1.4 Professional/Managerial: one who primarily performs office or non-manual work directly related to the management or general business operations of the college, or other administrative-related services. Primary duties include the exercise of discretion and independent judgment with respect to matters of significance.

3.2 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 staff and adjunct faculty 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.

#### 4. APPLICABILITY

N/A

**EFFECTIVE DATE:** 12/18/2016

**ORIGINAL ADOPTION DATE:** 03/09/2006 (item #9853)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 11/13/2014  
(item #11538); 12/18/2016 (item # 11957)

**PRIOR POLICY/PROCEDURE NUMBER:** 4006

**SCHEDULE FOR REVIEW:** 2021

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** none

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** employee classifications; administrative; classified; professional managerial; faculty