

# Rock Valley College

## Compensation Philosophy: Non-Union Employees

### RVC Administrative Procedure (3:40.010)

#### Overview

The college seeks to provide fair and equitable compensation package to all non-union employee groups to the extent possible. The compensation package for union members are detailed in their respective Collective Bargaining Agreements. Compensation packages include wages and benefits (if applicable).

Salary ranges are established through a structured, collaborative process led by Human Resources and Finance leadership and are informed by job responsibilities, internal equity, relevant labor market data, and fiscal stewardship. This approach ensures compensation practices support the College's mission, attract and retain qualified employees, and remain sustainable over time.

#### Department/Primary Point of Contact

Division and Department: Human Resources

Primary Point of Contact: Director of Employee Relations

#### Definitions

**Compensation** is a broader term that includes all forms of financial and non-financial rewards provided to employees in exchange for their work.

**Wages** refer specifically to the monetary payment employees receive for work performed, usually expressed as an hourly rate or daily rate.

**Job Analysis** is the systematic process of gathering, examining, and interpreting information about a job's essential duties, responsibilities, required skills, working conditions, and the qualifications needed to perform it successfully.

#### Procedures for Determining Benefits for Employees

Rock Valley College is committed to providing a comprehensive and competitive benefits package that supports the health, well-being, and financial security of its employees. The development and review of benefits offerings is a collaborative process led by the Human Resources Department in partnership with College leadership, the Insurance Committee, and the College's selected benefits brokerage firm.

#### 1. Insurance Committee Consultation

Throughout the year, the Insurance Committee, comprised of employee representatives from each work groups of the College are invited to meet to discuss current benefits, identify employee needs, and provide feedback and recommendations to Human Resources and leadership. The Committee serves as an

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advisory group to ensure that employee perspectives are considered in benefits-related decisions.

## **2. Market Research and Brokerage Collaboration**

Human Resources leads the search for the most effective and competitive benefits options in coordination with the College's designated brokerage firm. The broker assists in analyzing market trends, reviewing carrier proposals, and identifying cost-effective plans that align with the College's budgetary and employee wellness goals.

## **3. Employee Feedback and Surveys**

Semi-annually, (at minimum) Human Resources distributes comprehensive benefits surveys to all benefits-eligible employees. These surveys collect feedback regarding current plan satisfaction, desired coverage levels, and interest in potential ancillary products (such as vision, dental, or voluntary benefits). Employee input plays a vital role in shaping the future direction of benefit offerings.

## **4. Plan Development and Cost Review**

Human Resources and the Chief Financial Officer (CFO) work collaboratively to evaluate plan options and design the most balanced benefits package possible. Consideration is given to:

- Plan cost and fiscal responsibility
- Range and quality of coverage options
- Employee health and wellness needs
- Market competitiveness and long-term sustainability

## **5. Leadership Review and Final Approval**

Once recommendations are finalized, HR and the CFO present the proposed benefits package to College leadership for review and approval. Leadership ensures that the proposed offerings align with institutional goals and available resources.

## **6. Annual Open Enrollment and Communication**

After final approval, Human Resources communicates the new plan year's offerings to employees prior to open enrollment. Employees are provided with clear information regarding plan changes, costs, and available resources to make informed decisions.

## **Procedures for Evaluating Changes in Wages for Current Employees or Establishing Wages for New Positions**

1. There are times when duties increase or change based upon the specific needs of the department and the college. In these instances, employees who are impacted may be eligible for a job analysis to evaluate if their wages are best aligned with the specific duties performed.
2. Supervisors may request a Job Analysis Review with Human Resources. This process requires that the supervisor gains authorization from their leadership

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team and Vice President and produce a rationale for the job analysis review and distinguish how major job duties have changed. This rationale will include factors related to Formal Preparation and Experience needed, Decision Making (Impact), Thinking Challenges and Problem Solving, Interactions and Communications, and Working Environment. The appropriate form utilized to make this request may be obtained from the Director of Employee Relations.

3. Once Human Resources receives the job analysis request and redlined job description, a team will confer to evaluate the job based upon information presented. Other factors considered include related jobs at the college and the relationship between jobs and salaries within the same grade.
4. A recommendation from the evaluation committee for grade, salary, and supervision is submitted to the Vice President of that Division, Vice President of Human Resources, Vice President of Finance and President of the college to ensure that the recommended change is aligned to the strategic plan, board policies and core values of the college.
5. Once a recommendation is drawn up, the Director of Employee Relations will share this information with the requesting supervisor, making them aware that the recommendation is moving forward to be reviewed and approved.
6. Once approved, this decision is communicated to the supervisor by the Director of Employee Relations. The supervisor is responsible for sharing these changes with employee(s) and/or department impacted.
7. The designated HR Business Partner will ensure that the employee's personnel file is updated with the new job description and changes via memo. Any changes to the position record will be updated by the HRIA.

## **Procedures for Determining Wages for New Employees**

1. When the opportunity arises to hire a new employee (either as a result of a vacancy in a position or due to approval of a new position) the supervisor should always consult with the Director of Employee Relations.
2. If the job duties or current salary of an existing position doesn't change substantially, then the supervisor needs to provide redlined brief updates to the current job description to the Director of Employee Relations along with a Position Requisition form for Approval and posting.
3. If the job duties or current salary of an existing position are to be changed substantially, the hiring supervisor must complete the Job Analysis Process.
4. Please note that Rock Valley College hires according to positions, not individuals. This means that if a current employee applies to a position, they do not get to maintain their salary if it is higher than the posted position they are applying for. If they are selected for the position, they will be hired within the range indicated on the job posting.

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## Procedures for Reviewing Wages at the End of the Fiscal Year

1. At the end of the Fiscal Year, salary and wages are reviewed by Cabinet leadership.
2. Based upon the current changes in the cost of living, an across-the-board percentage raise is recommended to the Board of Trustees for consideration during the June Committee of the Whole Meeting.
3. The Board of Trustees votes on this raise during the Regular June Board of Trustees Meeting.
4. If approved, raises are effective and available to employees starting on the July 15<sup>th</sup> paycheck. Non-union employees must be employed as of June 30<sup>th</sup> to be eligible for this proposed raise.
5. Changes in Salary for Union Members follow the respective Collective Bargaining Agreements.

## Procedures for Evaluating External Competitiveness with Relevant Labor Markets

As needed, the college will determine if a compensation study is warranted for non-union employees. Upon recommendation of the college cabinet and approval from the Board of Trustees, an external compensation study will be conducted.

## Pay Transparency in Job Posting

Rock Valley College complies with all applicable compensation transparency requirements under the laws of the State of Illinois, including the Illinois Pay Transparency Act. In accordance with these requirements, salary or wage ranges and required benefit information will be included in all applicable job postings to ensure transparency and equitable hiring practices.

**Reference:** Board Report 6650, AR 314

**Implemented:** October 27, 2009

**Revised:** April 8, 2024; May 29, 2026