

Rock Valley College

Risk Management Categories and Job Assignment – Recommended Salary Allocation from the Tort Immunity Levy (Fund 12)

RVC Administrative Procedure (5:10.100)

Purpose

For purposes of properly levying for the expenses of this Risk Management Program pursuant to the Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) and In re Objections to Tax Levies of Freeport School Dist. No. 145 et al., 372 Ill. App.3d 562, 865 N.E.2d 361 (2nd Dist. 2007), it is necessary to determine what portion of each College employee's salary is attributed to his/her responsibilities under this Risk Management Program and College policies, practices and procedures to implement and/or monitor the selected risk management techniques. The Vice President of Finance, and other designated administrators, with the assistance of the Risk Management Committee, should estimate the portion of each College employee's time spent on this Risk Management Program and College policies, practices and procedures to implement and/or monitor the selected risk management techniques. The President shall report to the Board the allocations determined for purposes of allocating a particular portion of an employee's compensation to the Tort Immunity levy. Performing ordinary duties with due care shall not be allocated and chargeable to the Tort Immunity levy. The Vice President of Finance' report may be similar to the form reflected

The Board shall review the Vice President of Finance recommended allocations of salaries to the tort levy. The Board may adopt the Tort Immunity Levy based on the Vice President of Finance' report and in accordance with the Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) and In re Objections to Tax Levies of Freeport School Dist. No. 145 et al., 372 Ill. App.3d 562, 865 N.E.2d 361 (2nd Dist. 2007). Notwithstanding the Foregoing, it is the policy of the College that all non-salary related expenditures shall be paid first out of taxes collected pursuant to the Tort Immunity levy, and that the salaries allocated for risk management purposes shall only be paid from taxes remaining after such non-salary expenditures.

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Scope

All employees

Department and Primary Point of Contact Involved

Operations – Chief Operations Officer

Financial Services – Chief Financial Officer

Definitions

C-CERT – Campus Community Emergency Response Team

Cabinet – President, Assistants, and Division Heads (Vice-Presidents)

FPOM - Facilities, Plant, Operations and Maintenance

NIMS – National Incident Management System

Procedure

The salary allocations below are recommended to be charged to, and payable with, Tort Immunity Levy Funds during the fiscal year. Specific job duties for each included employee are described in the Risk Management Program and College, practices and procedures and employee job descriptions.

It is essential that the responsibilities are documented in the job descriptions as well as any applicable training and certifications is maintained.

I (1%)	This category includes but is not limited to, monitoring conditions, events, and circumstances present through daily operations in the accomplishment of job position tasks and functions. Certain employees in the following positions: IT, faculty, administrators, program chairs/coordinators, administrative assistants.
II (1%)	Ensure the health, welfare, safety and evacuation of all visitors, employees and students during adverse and/or emergency conditions at the College. (Cabinet, RVC Police, FPOM employees, NIMS and C-Cert trained)
III (5% Instruct.)	Personnel in this category are trained in the use and dispensing of chemicals which may be considered hazardous. Personnel are required to handle, store, dispense and properly dispose of hazardous chemicals in a lab environment. (Laboratory Managers and Instructional Lab Technicians)

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IV (5%)	Personnel in this category are the primary point of contact during weekend and non-working day events which require administrative oversight to include taking action on safety and security issues. This individual is usually the senior administrator during the event. Personnel are required to handle all emergency conditions during the hours of operation of the event. Example would include Theatre staff, Events & Facilities Coordinator.
V (1% per committee)	Personnel in this category serve as members on committees that mutually support health and safety rights extended to all visitors, employees and students. (C-Cert & NIMS Certified)
VI (5% – FPOM, Boiler House, and Print Services)	Personnel in this category are in daily contact with hazardous materials and/or equipment. Personnel are required to handle and dispense hazardous chemicals during boiler plant operations, and acids designed to clean chiller towers. Personnel may be required to accomplish any one of the following tasks: (a) Maintain boilers in accordance with appropriate guidelines; the steam and pressure buildup is dangerous and requires specific training in proper handling of equipment. (b) Maintain the electrical backbone to all facilities within the College, (c) Handle, store, and properly use cleaning fluids in maintaining print press and assorted equipment. Annual certification may be required. (Print Services employees, boiler house employees, mechanic, and grounds employees)
VII (5-20%)	Personnel in this category assist during evening operations and during non-work days, and will alert proper authorities during emergency conditions. Personnel must be knowledgeable in policies and procedures used in event of an emergency and/or crisis situation. Must be capable of communication through several communications devices during emergency conditions. Serves as the primary point of contact. (Cabinet, and FPOM employees involved primarily with setup of facilities)
VII (% varies)	Personnel in this category have risk management activities as an integral part of their duties, as follows: • Vice President of Operations – Oversees comprehensive risk management program, including insurance, legal liaison, and supervises facilities, and RVC Police (10%) • Vice President of Finance – including, planning, accounting and reporting (5%) • Administrative Assistant to Vice President of Operations - submits all insurance claims – (5%) • Dean of Student Services – coordinates student hearing proceedings (2%) • Executive Director -POM – Direct line manager of

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	maintenance, (50%) • Director of POM – Supports Executive Director, supervises all FPOM staff (except for office personnel) (their work impacts building safety) (50%). • Chief of Police, Deputy Chief and Sergeants – direct line managers of safety – (50%) • RVC Police Officers – Protect the safety of students, staff, faculty and visitors on campus (50%) • Vice President of Human Resources – employee Affirmative Action (5%) officer along with investigates all harassment allegations • Director of Employee Relations – oversee HR duties in HR director's absence (2%) • Director of Talent Acquisition – oversees hiring practices (1%) • Executive Director of Information Technology – oversees all IT department and emergency recovery plan – (5%) • IT Directors – oversee IT department and emergency recovery plan in Director's absence (2%) • Personal and Success Counselors – counsel troubled students/staff – (5%)
IX (2% – All other College personnel which are not listed in a category above)	The job description of every employee position is to include the extra duties and responsibilities required to fully implement and evaluate the risk management components of this Risk Management Program.

Related Documents

This information can be found at the bottom of the related Board Policy that the Admin Procedure falls under.

Reference: Board Report #6608 #7418

Implemented: October 6, 2026

Revised: October 6, 2026