

Federal Compliance Filing by Institutions

Effective September 1, 2024–August 31, 2025

Institutions should answer the questions below and provide supporting documentation where applicable. The [Federal Compliance Overview](#) provides information about the applicable HLC policies and provides an explanation of each requirement. Please review the Overview in its entirety prior to completing this Filing.

The necessary supporting documentation should be directly responsive to specific documentation requested. While there is no minimum expectation with respect to length, the completed Federal Compliance filing, including Appendix A (if applicable), should not exceed 300 pages.

Note that some federal requirements are related to and accounted for in the Criteria for Accreditation or Assumed Practices. Those related Criteria and Assumed Practices have been identified for cross-referencing purposes. Cross-references are also provided to the Code of Federal Regulations. Because HLC requirements may, in some cases, exceed the requirements of the federal regulations, it is important that institutions write to HLC's requirements to ensure their compliance not only with the federal regulations but also with HLC's expectations. Lastly, although cross-references to the Code of Federal Regulations are provided here, an institution is always responsible to ensure that it is in compliance at all times with all such regulations, as they may be updated from time to time.

Submission Instructions

Comprehensive Evaluations

Upload this form, any required attachments and, if applicable, Appendix A to the Assurance System no later than the institution's lock date, unless otherwise noted. Instructions for uploading the documents are provided in the Assurance System.

Other HLC Processes

Submit this form, any required attachments and, if applicable, Appendix A at hlcommission.org/upload. Select the appropriate submission option from the list provided to ensure the documents are sent to the correct HLC staff member.

Institution name: **Rock Valley College**

1. Assignment of Credits, Program Length and Tuition

Provide web addresses to the following:

- Policy (or policies) and procedures for assignment of Credit Hour for all **types** of courses, disciplines, programs, credential levels, formats, regardless of modality.
- Course or program credit assignment procedures. (Note: The Federal Compliance reviewer will contact the institution's Accreditation Liaison Officer (ALO) after the Federal Compliance materials are received to request a sample of course and program materials. The purpose of the representative sample of materials is to enable the Federal Compliance reviewer to make a preliminary determination as to whether an institution ensures it is adhering to its credit hour policy.)

Provide the web address to relevant policy (or policies):

Link: <https://www.rockvalleycollege.edu/resources/files/policies/4-20-040-Course-Credit-Hour-Determination.pdf>

Provide the web address to relevant procedure(s):

Link: <https://rockvalleycollege.edu/academics/records/>

Describe the process the institution utilizes to verify length of academic period and compliance with credit hour requirements through course scheduling.

The Academic Calendar is reviewed and approved by the Academic Council to ensure the appropriate number of class meetings within each 16-week term. If courses are offered in a condensed format (e.g., 12 weeks or 8 weeks), the number of meetings per week and/or the number of hours per class meeting are increased. Credit hour compliance forms are used to ensure that courses of various lengths and offered in various modalities are meeting the federal expectations for credit hour assignment.

For more information see Federal Regulations 34 CFR §§602.16(a)(1)(viii), 600.2, and 668.8(k) and (l).

Related HLC Requirements: Assignment of Credits, Program Length and Tuition (FDCR.A.10.020), Criteria for Accreditation Core Component 3.A. (CRRT.B.10.010), and Assumed Practice B.1. (CRRT.B.10.020)

2. Institutional Mechanisms for Handling Student Complaints

Provide the web address to the institution's complaint policy.

Link: https://www.rockvalleycollege.edu/_resources/files/policies/4-10-160-Student-Grievance-Process.pdf

Provide the web address to the institution's complaint procedure.

Link:

<https://rockvalleycollege.edu/student-life/file-a-report-or-complaint/index>.

For more information see Federal Requirement 34 CFR §602.16(a)(1)(ix).

Related HLC Requirements: Institutional Records of Student Complaints (FDCR.A.10.030), Criteria for Accreditation Core Component 2.A (CRRT.B.10.010) and Assumed Practices A.3, A.4. (CRRT.B.10.020)

3. Publication of Transfer Policies

Provide the web address to the institution's transfer policies.

Link:

<https://rockvalleycollege.edu/academics/academic-support-services/transfer-after-rvc#transfer>

Provide the web address where the public can access a list of all institutions with which the institution has established articulation agreements. Note that there is not a need to provide the full articulation agreements themselves, only the list of agreements that the institution makes public. This list should include the name and location(s) of the agreement partner, the extent to which the institution accepts credit for courses offered by the partner or offers courses for which credits are accepted by the partner, and any credit limitations.

Link:

<https://rockvalleycollege.edu/academics/academic-support-services/transfer-after-rvc#transfer>

Provide the web address where current and prospective student can ascertain the institution's transfer requirements in addition to what will and will not transfer.

Link:

<https://rockvalleycollege.edu/academics/academic-support-services/transfer-after-rvc#transfer>

For more information see Federal Regulations 34 CFR §§668.5, 668.8, 668.43(a)(11) and 668.43(a)(12).

Related HLC Requirements: Publication of Transfer Policies (FDCR.A.10.040), Criteria for Accreditation Core Component 2.A (CRRT.B.10.010) and Assumed Practice A.5.D. (CRRT.B.10.020)

4. Practices for Verification of Student Identity

Does the institution have students enrolled in distance or correspondence courses, as defined in federal definitions?

- Yes
- No (If no, please move on to the next section.)

How does the institution verify the identity of students enrolled in these courses?

Rock Valley College applicants are required to provide a personal email address and phone number prior to being allowed to complete an application through the Salesforce Application Portal. The email is verified as part of the applicant user account creation. After application submission, the information provided is reviewed for discrepancies and the student is required to resolve them before the application is processed. The key data points reviewed include Physical Address, IP Address (Login History), Birthdate and High School. After the application is processed, the student is assigned a unique RVC Student ID and sent an invitation to set up their RVC Network Account and configure Multi-factor Authentication (MFA). After the RVC Network account is created, the corresponding Salesforce User is reconfigured to use the RVC Network account via Single Sign-On (SSO). All RVC Network activity is tracked to this account.

How does the method of verification make reasonable efforts to protect student privacy?

When a student applies to Rock Valley College, they are issued a unique student ID number and are required to create a password for their account log-in. Students use their unique ID and confidential password to log into their assigned courses. In addition, multi-factor authentication is required to log into all network accounts. Only the student knows their log-ins and based off this process, we can determine that it is the student who enrolled in their given courses.

Are there any additional costs (e.g., fees associated with test proctoring) charged directly to the student because of this method?

- Yes
- No

If yes, how are the additional costs disclosed to students prior to enrollment in a distance or correspondence course?

Most courses also have individual fees that vary by course. These fees are displayed when viewing the details of a course on our online schedule or via Self Service. In person fees are dropped and distance learning fees are added if taken solely online.

Provide the web address where the public can access information regarding the additional costs.

Link: <https://rockvalleycollege.edu/admissions-and-aid/paying-for-college/tuition>

For more information see Federal Regulations 34 CFR §§602.17(g) and 602.17(h).

Related HLC Requirement: Institutional Practices for Verification of Student Identity and Protection of Student Privacy (FCDR.A.10.050), Criteria for Accreditation Core Component 2.A. (CRRT.B.10.010)

5. Protection of Student Privacy

Provide the web address to the institution's policy(ies) governing student privacy and the privacy and security of student data, including student records.

Link: The Education Records Policy can be found at <https://www.rockvalleycollege.edu/resources/files/policies/4-10-190-Education-Records.pdf>.

FERPA details can be found at <https://rockvalleycollege.edu/about/consumer-information/FERPA>.

Provide the web address to the institution's disclosures about how any personal data collected, including personally identifiable information (PII), may be used.

Link: <https://www.rockvalleycollege.edu/about/consumer-information/terms-and-conditions>

Provide a brief narrative below describing how the institution ensures timely training and adherence to the policies referenced in this section by its employees and any third-party contractors acting on its behalf:

Employees receive training on policies and procedures, including those related to student records and privacy, during new hire orientation. The Registrar also presents at Student Worker Training to ensure student workers understand FERPA. Refresher trainings are offered during Professional Development Days and at department meetings as requested. The College has a FERPA basics brochure that is distributed during these trainings.

Adherence to these policies is ensured by making information easily available in the College website, in the College Catalog, and in the Student Handbook. Employees who violate a policy related to student records or privacy are subject to corrective action.

The Registrar also presents FERPA information to students and their families during New Student Welcome events. This empowers students to hold the College accountable to policies and procedures related to records and privacy.

For more information see Federal Regulations 34 CFR §602.17(h).

Related HLC Requirements: *Institutional Practices for Verification of Student Identity and Protection of Student Privacy (FDCR.A.10.050), Recruiting, Admissions and Related Enrollment Practices (FDCR.A.20.020), Assumed Practice A.2. (CRRT.B.10.020)*

6. Publication of Student Outcome Data

The institution must disclose student outcome data in a manner that is easily accessible to the public. The institution's website should include a webpage containing (or linking to) data related to student achievement that addresses the broad variety of its student populations and programs, including at the undergraduate and graduate levels, as applicable. The information must include retention, completion,

required state licensure exam pass data (if applicable), and data about the institution's students after transfer or graduation (such as continuing education, job placement and earnings). The institution must also disclose which student populations are excluded from the data. If an institution uses student job placement data in any marketing or recruitment content, it must also publicly disclose these data on its website along with information necessary to substantiate the truthfulness of its marketing and recruitment materials. All student achievement information must be presented in plain language, with any technical terms defined and the institution's methodology for compiling data included.

Are student outcome data published on the institution's website following the specifications above?

Yes

No (If no, please move on to the next section.)

If yes, provide a link to the webpage(s) that contains the student outcome data.

Link(s): <https://rockvalleycollege.edu/about/consumer-information/institutional-research-and-effectiveness>

For more information see Federal Regulations 34 CFR §§602.16(a)(1)(i) and 668.14(b)(10).

Related HLC Requirements: Public Information (FDCR.A.10.070), Review of Student Outcome Data (FDCR.A.10.080), Assumed Practice A.6. (CRRT.B.10.020)

7. Standing With State and Other Accreditors

List the governing or coordinating bodies in states (e.g. Illinois Board of Higher Education; Arizona State Board for Private Postsecondary Education) in which the institution has a presence.

[Illinois Community College Board \(ICCB\)](#)

Note whether there are any pending or final state actions that affect the institution's legal status or authority to grant degrees or offer programs.

[n/a](#)

List any relationships the institution has with any other recognized accreditor (e.g. Accreditation Commission for Education in Nursing; Council for the Accreditation of Educator Preparation; Distance Education Accrediting Commission).

[Accreditation Commission for Education in Nursing](#)

[Commission on Dental Hygiene](#)

Note whether there are any pending or final actions by any other recognized accreditor to withdraw status or impose a sanction, Show-Cause Order or adverse action.

[n/a](#)

Provide the web address(es) where students and the public can find information about the institution's current standing with state agencies and accrediting bodies.

Link: <https://rockvalleycollege.edu/about/consumer-information/accreditation>

For more information see Federal Regulations 34 CFR §§602.28, 668.41 and 668.43.

Related HLC Requirements: Standing With State and Other Accreditors (FDCR.A.10.090), Criteria for Accreditation Core Component 2.B; Assumed Practices A.7, C.4.; Obligations of Membership #8 and #9 (INST.B.30.020)

8. Recruiting, Admissions and Related Institutional Practices

Upload as part of this filing the institution's (i) training materials and (ii) code of conduct (or its equivalent) for its recruiters, admissions counselors, marketing or advertising staff, financial aid advisors, and any other personnel engaged in direct communications with prospective and current students, as required by HLC policy.

Provide a brief narrative below describing how the institution ensures timely training and adherence to its procedures by employees and any third-party contractors acting on its behalf in this area.

Rock Valley College is dedicated to nurturing a community of ethical professionals who uphold the values of integrity, honesty, and respect. Through the Employee Handbook and continuous training initiatives, RVC empowers employees to make principled decisions and contribute positively to their professional environments. All employees must comply with the State Officials and Employees Ethics Act (Public Act 93-615, as amended by Public Act 93-617), Employee Code of Ethics Policy, Employee Conflict of Interest Policy, and Expectations for Professionalism established by the Employee Handbook. Enrollment Services staff are further guided by the ethical principles and codes of conduct set by the National Association for College Admission Counseling (NACAC), American Association of Collegiate Registrars and Admission Officers (AACRAO), and National Association of Student Financial Aid Administrators (NASFAA). Marketing and Communications staff are further guided by the Public Relations Society of America (PRSA) Code of Ethics and Web Content Accessibility Guidelines (WCAG).

Timely training is provided to enrollment services staff according to the New Student Enrollment Coordinator Training Timeline. The Employee Handbook is disseminated to all employees through various channels, including during New Hire/Rehire Orientation and on the Human Resources page of the Intranet. All newly hired and returning employees are required to attend an orientation session that introduces the College's policies and procedures. Employees also participate in training mandated by the State of Illinois, including Sexual Harassment and Mandated Reporter training, at the time of hire and annually.

Adherence to procedures is ensured by Human Resources and supervisors. Supervisors work with their direct reports to establish and monitor expectations through the annual goal setting and development meeting, regular one-on-one meetings, and year-end review. When an employee is not meeting expectations, supervisors may develop a performance improvement plan. If an employee violates a

policy or procedure, the supervisor may issue corrective action. Incidents of misconduct are promptly investigated, and appropriate disciplinary actions are taken in accordance with the Employee Handbook.

For more information see Federal Regulations 34 CFR §§668.14 and 668.82

Related HLC Requirements: Fraud and Abuse (FDCR.A.20.010), Recruiting, Admissions and Related Enrollment Practices (FDCR.A.20.020), Criteria for Accreditation Core Components 2.A and 2.B (CRRT.B.10.010), Assumed Practice A.2. (CRRT.B.10.020)

Additional Documents

Please attach the following documents as applicable:

Appendix A..... With respect to an institution’s ongoing responsibilities under federal regulations, provide any action letters issued by the U.S. Department of Education that articulate a rationale for any negative actions and any reports issued by the institution, if applicable; and provide information demonstrating the institution’s improvement efforts in response to such communications. Negative actions include, but are not limited to limitation, suspension or termination actions by the Department; letter of credit requirements, fines, heightened cash monitoring, or reimbursement payment methods imposed by the Department; or other negative findings on the basis of any Single Audit (or its equivalent) submitted by the institution.

New Student Enrollment Coordinator Training Timeline		
Week 1		
Alternate shadowing a NSEC each day	Day 1	Meet and get to know the team
		Set up appointment to get work badge
		Tour the SC building with a NSEC and set up meetings all department heads
	Day 2	Review the description of job duties and expectation
		-Events we lead and events our team helps in
		Introduction of student tracking and programs we use
		-Outlook, Salesforce, Colleague, calendar of events, recruitment folder, etc.
	Day 3	Learn and build advising binder
		Learn the different forms from records and registration (ex. Transcript eval, add/drop/withdraw, joint agreement)
	Day 4	Learn the Associate pathways at RVC (AA, AS, AES)
Day 5	Learn the different AAS, certificates, and programs RVC offers	
Week 2	Day 1	Tour the HSC and meet Cathy Nation/Amanda Lonsway
Alternate shadowing a NSEC each day	Day 2	Learn about the grant- funded programs available to students
		-WEI, WIOA, Elevate, and ICAPS
	Day 3	Learn about our relationships with different businesses/industries and our adult education program
	Day 4	Learn about the Continuing Education Program
	Day 5	Learn the RVC support resources that are offered to our students
-Personal counseling Career counseling, TRIO, Tutoring, Early college, DSS, ISS, Testing, GSC		
Week 3		
Alternate shadowing a NSEC each day	Day 1	Learn how to table for an event, rules / ethical practices
		Learn about travel reimbursement & how to use an RVC car
		Learn about our general presentations & ethics
	Day 2	Mock advising for potential student w/ Manager & other NSEC
	Day 3	Mock Advising for Associate Plans w/ Manager & other NSEC
	Day 4	Mock advising for trades/highway construction/aviation w/Manager & other NSEC

	Day 5	Mock advising for undecided w/ manager & other NSEC
Week 4	Day 1	Learn how to look up students in colleague
Alternate shadowing a NSEC each day	Day 2	Learn how to work with Salesforce
	Day 3	Learn how to manage the calendar of events and the outlook calendar
	Day 4	Learn the common student questions
	Day 5	Learn how to access benefits, set up direct deposit, out of office, quarry vacation/personal/sick time, etc.
Week 5	All week	Lead student appointments with NSEC in office (total of 10)
		Practice general presentations (total of 5 w/ different targeted populations)
Week 6	All	Learn the front desk
Week 7	All	Review of all information
Week 7	All	Set up weekly 1:1 w/ manager to touch base and answer questions as they arise

Rock Valley College

RVC Board Policy 3:10.050

Employee Code of Ethics

The Board of Trustees of Rock Valley College expects that its employees will maintain high standards of personal conduct, work performance, punctuality and attendance. Rock Valley College maintains standards of conduct and work rules for its employees that are necessary to protect the interests and property of students, employees and the college.

Infractions, including but not limited to, violations of the college policies, procedures and practices; incompetent or inefficient service; insubordination; illegal acts; willful neglect of duty; dishonesty; or unethical or unprofessional conduct constitute misconduct on the part of the employee.

The provisions of Article I, Section 6 of these Rock Valley College Board Policies shall apply to all College employees.

Misconduct may result in disciplinary action, up to and including dismissal as an employee of Rock Valley College.

Reference: Board Report 6122

Implemented: November 25, 2003

Revised: April 8, 2014

RVC Board Policy 3:10.120

Conflict of Interest

All employees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

A conflict of interest arises whenever the employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial benefits to the employee or a member of an employee's immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the employee or immediate family member.

The following are examples of conflicts of interest requiring employee disclosure or abstention, and are only illustrations and not meant to be exclusive:

1. An employee or immediate family member of the employee owns, in whole or in part, a business entity with which the College does or proposes to do business, and the employee is in a decision-making role or otherwise is in a position to influence the College's business decisions regarding the business entity, or otherwise benefit from the College transacting business with the entity.
2. An employee holds or assumes an executive, officer or director position in a for-profit or not-for-profit business or entity engaged in educational, commercial, or activities similar to those of the College.
3. Employee participates in consultation activities for a for-profit or not-for-profit business or entity or entity engaged in educational, commercial, or activities similar to those of the College.

The following activities are prohibited:

1. Using College property, facilities, equipment or other resources in any manner that results in personal financial benefit to an employee or a member of an employee's immediate family.
2. Using College property, facilities, equipment or other resources in any manner to perform outside work or to further private interests (e.g. vehicles, supplies, facilities, equipment or inside information).

Rock Valley College

3. Using College stationary or letterhead in connection with outside activities, other than activities having a legitimate relationship to the performance of College business.
4. Using College facilities or the employee's position at the College for the purpose of advocating, endorsing, or marketing the sale of any goods or services, other than as part of the employee's College responsibilities, without the prior approval of a supervisor.
5. Requiring students to use the employee's published works and products for papers and lectures when the employee is realizing a profit from the published works and products.
6. Using the College's name, trademark or trade name for personal business or economic gain to the employee or a member of the employee's immediate family.
7. Using any College data or information for personal financial benefit to the employee or a member of the employee's immediate family.
8. Using any College employee for any outside activity during normal work time for which he or she is receiving compensation from the College.
9. Participating in the selection or awarding of a contract between the College and any entity with which an employee is seeking employment or has been offered employment.
10. Obtaining personal financial gain from fellow employees, students, and persons doing business with the College in the course of outside employment.
11. Accepting gifts, except those of nominal value (\$25 or less), from any person doing, or seeking to do, business with the College.
12. Other activities may be prohibited if a supervisor concludes that there is no reasonable way to manage an associated conflict of interest.

Employees shall voluntarily disclose to his or her supervisor any situation in which the employee has a real or potential conflict of interest. Each employee will observe and adhere to the College's Employee Code of Ethics Policy. All employees required to file statements of economic interest under the Illinois Government Ethics Act, 5 ILCS 420/4A-101(i), shall also report that information to the College. The Administration shall prepare procedures and forms for employees to disclose their economic interests to the College, including all information required to be disclosed under the Ethics Act (5 ILCS 420/4A-102).

Violation or failure to disclose or properly identify a conflict of interest may subject the employee to disciplinary action.

Rock Valley College

Reference: Board Report 7574

Implemented: December 11, 2018

Rock Valley College

Employee Handbook



**Howard J. Spearman, Ph.D.,
President**

This Handbook is intended for the use of Rock Valley College employees as a reference manual on employment at the College. It is the responsibility of employees to become familiar with the Handbook, as well as the Board of Trustees' policies and associated administrative procedures. The official policies and procedures of the College will govern the subjects discussed in the Handbook.

This Handbook is not intended to serve as a contractual agreement, nor supersede any collective bargaining agreement (CBA) in effect at the College. If there is any discrepancy between what is explicitly stated in the employee handbook and a current CBA, the CBA language shall prevail. The [Collective Bargaining Agreements](#) and any supporting documents for Rock Valley College Faculty, Fraternal Order of Police, and Support Staff Association can be found on the Rock Valley College website.

The Handbook is available on the Intranet and will be updated regularly to ensure compliance with state and federal laws regarding employment, as well as reflect revisions in college policies and procedures. This document will be reviewed annually. The HR team will conduct an initial review June for applicable updates, present those updates to cabinet for approval in July and then post all finalized updates by August each year

This Handbook does not capture every situation that an employee may encounter during their tenure at Rock Valley College. Please direct questions regarding the Handbook, or an employment matter that is not covered in this Handbook, to your supervisor or to any Human Resources personnel. If your supervisor is unable to adequately answer your question, they will redirect your question to the appropriate Human Resources representative.

Rock Valley College is an At-Will employer. Employment may be terminated at any time by management or at the request of the employee.

Rock Valley College reserves the right to make changes to this Employee Handbook without notice.

Greetings from the President

Dear Golden Eagles Family,

Thank you for selecting Rock Valley College (RVC) as your place to focus on student success. Our mission is to empower students and community through lifelong learning. We do that by modeling the way in our professional lives and by encouraging students to continue to move forward in achieving their academic goals.

I am a firm believer that success is contagious. When students are successful on campus, it has the potential to impact their household and community. As a Golden Eagle, you play an intricate role in their success. Remember to engage students on a daily basis. For some that is very simple to do. For others, you may not be in a position to regularly engage students. Regardless of your position, a nice way to engage students is with a simple greeting.

All students and employees should feel a sense of belonging on campus. We can do that by living our core values and strategic plan. We welcome you to enjoy the experience of Rock Valley College.

Remember, we are RVCStrong because our community is strong. Thank you for being a part of the community.

Respectfully,

A handwritten signature in black ink, appearing to read "Howard J. Spearman". The signature is fluid and cursive, with a large, stylized initial "H" and "S".

Howard J. Spearman, Ph.D.

President

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Section One: Introduction to Rock Valley College



History of Rock Valley College

Rock Valley College was created by a district-wide referendum on October 10, 1964, after a two-year study established the need for a community college. The college district is comprised of Boone and Winnebago counties and portions of Stephenson, Ogle, McHenry, and DeKalb counties. The district's first Board of Trustees, elected in 1964, chose former executive dean of Chicago City Junior College Clifford G. Erickson as the first president in April 1965.

A 217-acre tract of land at Mulford and Spring Brook Roads in northeast Rockford was selected as the site of the new campus. Construction began on the main buildings in the fall of 1967. The first three buildings were completed in August 1969. The Educational Resource Center, Student Center, and Physical Education Center opened during the fall semester of 1971.

Since those early days, RVC has evolved and grown. One thing remains unchanged: Rock Valley College engages and empowers our diverse students and community through lifelong learning. For a complete [history of RVC](#), please visit the Rock Valley College website.

Rock Valley College Foundation

Since its inception in 1979, the Rock Valley College Foundation has remained committed to its mission of building regional relationships and securing resources to advance Rock Valley College and its students.

Through the joint efforts of foundation staff, a dynamic volunteer Board of Directors comprised of dedicated community members and business leaders, alumni and a loyal donor family, the Foundation shares the College's vision of providing quality and affordable education, career training, and professional development for the residents of the Rock Valley College District 511. Through the generosity of our donors and board leadership, the RVC Foundation continues to work daily to help remove the financial barriers that often stand between our students and a promising future.

With many of our students facing financial and personal obstacles, it is imperative that the RVC Foundation not only continues to generate revenue in support of scholarships and learning opportunities for all students, but that the Foundation also works tirelessly to form strong relationships with community leaders, industry partners, and regional foundations that value our College and are willing to invest their time, wisdom, and finances to ensure a quality, post-secondary education is accessible to all who seek a brighter future and a rewarding career for the betterment of themselves and their families.

The RVC Foundation looks forward to collaborating with both the College and our community to help build a pathway to possible for our students, our prospective students, and the residents of northern Illinois.

To learn more about the [RVC Foundation](#), please visit the Rock Valley College website.

Rock Valley College Board of Trustees

Purpose of the Board of Trustees

The purpose of the Board of Trustees is to represent the public in determining what programs and services the College will offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his /her responsibilities as an elected official charged with providing District residents a quality, fully accredited, comprehensive community college.

Trustee Information

To view our current [Board of Trustee](#) members and their respective roles, please visit the Rock Valley College website.

Meetings

Committee of the Whole (CotW) meetings are normally held on the second Tuesday of each month at 5:15 p.m. in the Performing Arts Room of the Educational Resource Center on the main campus at 3301 N. Mulford Road, Rockford, IL.

Regular Board of Trustees meetings are normally held the fourth Tuesday of each month at 5:15 p.m. in the Performing Arts Room of the Educational Resource Center on the main campus at 3301 N. Mulford Road, Rockford, IL.

Special Meetings: Decennial committee, other strategic meetings, retreats, and board committee meetings will be scheduled as necessary. You can find these meetings posted on the College's calendar at least 48 hours prior to the meeting.

Board Policy Manual

To review the complete [Board Policy Manual](#) and associated Administrative Procedures, please visit the Rock Valley College website.

Mission Statement

Rock Valley College empowers students and community through lifelong learning.

Vision Statement

Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

Core Values

Learner – Centered Community

Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

Mutual Respect

At all times, we uphold the dignity of each individual by being ethical, respectful, fair, and courteous in our communication and actions.

Excellence

Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

Diversity

Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

Collaboration

Rock Valley College fosters innovative, enriching partnerships within the College community and amount others that serve the region.

Innovation

Rock Valley College is a forward-thinking institution that explores creative approaches for the future.

Public Trust

Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

Equal Opportunity Statement

It is the policy of Rock Valley College to provide equal opportunity in its admissions, employment and educational programs and activities consistent with federal and state law. Discrimination is prohibited on the basis of race, color; religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, including but not limited to gender related identity discrimination, veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.

This policy of equal employment opportunity applies to all policies and procedures. This policy governs admission, access, participation, and treatment in programs and activities, application for and treatment in all aspects of employment, including but not limited to: recruitment, hiring, transfers, promotions, demotions, reclassifications, compensation, benefits, tuition assistance, training, discipline, lay-offs, termination, social and recreational programs, use of college facilities, or any other terms, conditions, and privileges of employment.

Upon request, RVC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would create an undue hardship.

Individuals who believe they have not received equal employment opportunities or with questions about any type of discrimination in the workplace should bring these concerns to the attention of the Human Resources Department. Employees may raise concerns without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including dismissal as an employee of Rock Valley College.

Americans With Disabilities Act (ADA)

The College acknowledges and affirms its commitment to provide a workplace and facilities with equal access for all employees. Federal and state laws require that the College provide reasonable accommodations for known disabilities of employees, unless to do so would pose an undue hardship. It is every employee's responsibility to inform their supervisor and the Human Resources Benefits & Wellness Coordinator if an accommodation may be required to complete tasks associated with their job.

To learn more about the College's Equal Opportunity and ADA Policies and Procedures, please visit the [Rock Valley College policies](#) web page.

Strategic Plan



Please click the link below to access Rock Valley College's strategic plan that is built around four guiding pillars: <https://rockvalleycollege.edu/about/leadership/strategic-plan>

Organization Charts

Graphical and Narrative Organizational Charts for all departments and divisions may be found on the [Human Resources](#) page on the intranet.

Section Two: Human Resources



The Role of Human Resources

Changes in Federal and State regulations require Human Resource professionals to keep Rock Valley College's employment policies and procedures in legal compliance. The Human Resources team is also charged with keeping up-to-date with employment trends, and making recommendations to senior administration that support the needs of RVC employees.

The primary functions of Human Resources include the following:

- **Employee Relations:** Employment law compliance, responding to employment related questions pertaining to policies and procedures, assisting employees and supervisors with dispute resolution, and employment communications.
- **Labor Relations:** administration of employment procedures outlined in Collective Bargaining Agreements, and dispute resolution, grievances, negotiations, and arbitrations as appropriate.
- **Talent Acquisition:** oversight of talent recruitment advertising and selection procedures that ensure a qualified and diverse employee base reflecting the community to serve the needs of our students.
- **Benefits:** oversight of health and wellness plan administration including health insurance, retirement plans, and time-off benefits to support the overall wellness of our employee population.
- **Compensation:** oversight of salary program administration and job classification.
- **Training and Development:** oversight of employee and management training programs, and organizational development plans supporting personal and professional development.
- **Miscellaneous:** lead employee culture initiatives, awards and recognition programs, and other employee services to support the success and well-being of RVC's employees.

***** Please feel free to contact Human Resources at (815) 921-4750
with any questions regarding your employment at RVC *****

Human Resources Organization Structure

Vice President of Human Resources (HR)

- Establishes strategic direction for Human Resources, providing HR guidance to the President and VPs
- Policy & Procedure oversight for Employees
- Leads HR Directors, Information Analyst, and Executive Assistant

Executive Assistant of HR

- New Hire In-Processing, including validation of Transcripts and ensuring all pre-employment requirements have been met
- Personnel File Maintenance and Records Retention
- Updates HR pages in Quarry

HR Information Analyst

- Manages all employee data in HRIS (Colleague)
- Inputs Pay Processing Forms (PPFs)
- Data Analytics for HR (Informer)

Director of HR

- Employee & Labor Relations oversight, including Title IX compliance and other legally related matters for employees
- Compensation & Benefits oversight, including Job Descriptions and Salary Grades
- Leads HRBPs and Benefits & Wellness Coordinator

HR Business Partner (HRBP)

- Primary point of HR contact for leaders and employees in assigned departments
- Advises leaders and employees on career progression, performance improvement, and other employee matters
- Supports candidate selection and new-hire onboarding efforts

Benefits & Wellness Coordinator

- Manages and administers all Benefits programs, including new hire & annual open enrollment, as well as benefit changes due to qualifying life events
- FMLA & ADA administration for employees
- Tuition Waiver & Reimbursement administration

Director of HR

- Professional Development oversight for Leaders & (non-faculty) Employees
- Talent Acquisition oversight for all employees
- Leads Professional Development and Talent Acquisition Specialists

Talent Acquisition Specialist

- Manages the job posting and candidate selection process, including Applicant Tracking System (Frontline)
- Leads Employment Branding efforts, including passive & active candidate attraction, and development of the Talent Network
- Creates and executes Recruitment Advertising strategy

Professional Development Specialist

- Manages Strategic Plan for Professional Development
- New Hire Orientation and ongoing support of Employee Development
- Co-leads Professional Development Day planning

Life-Changing Events

Notify Human Resources at RVC-HR@RockValleyCollege.edu of all life-changing events, including:

- Name change (requires submission of corrected Social Security Card)
- Change of address/telephone (update via Employee Self Service)
- Beneficiary changes
- Dependent additions/changes
- Marital status change
- Need for an accommodation

Investigations

If an employee has concerns related to a potential violation of Law, Board Policy, or Safety, they should immediately either notify their supervisor or report their concerns to a member of the Human Resources team. Supervisors who have been notified of a potential concern or personally believe that there is a concern related to a potential violation of Law, Board Policy, or Safety shall immediately report those concerns to a member of the Human Resources team.

Once a concern regarding the potential violation of a Law, Board Policy, or Safety has been brought to the attention of a member of the Human Resources (HR) team, the appropriate HR team member will investigate the alleged concerns. If there is a potential conflict of interest with Human Resources investigating the concerns, the President may assign outside counsel to conduct the investigation.

Any employee who is invited to participate in an investigation inquiry is required to keep their discussions private and not disclose anything related to the investigation to anyone outside of the HR department. The goal of HR is to gather objective and factual information to the reported claims. Interfering with the investigation by talking to others outside of Human Resources is considered a serious infraction which may include issuance of Corrective Action or Termination of Employment.

In accordance with Board Policies and state and federal laws, retaliation of any kind is prohibited, and will result in Corrective Action or Termination of Employment.

At the conclusion of the investigation, HR will summarize their findings and recommend an appropriate course of action based on the objective findings, severity of the infractions, if any, and consider how similar situations have been resolved historically. If violations have occurred, the supervisor of the individual responsible for the violations, in consultation with their leadership chain of command, will approve or deny the recommendation from HR.

After a determination has been made as to the course of action following the investigation, Human Resources will inform the individual who brought forward their concerns that the investigation has concluded. HR will not disclose any private information, such as another employee being placed on Corrective Action.

If Corrective Action is given to an employee who was deemed to have violated Law, Board Policy, or Safety, that document will be placed in the employee's personnel file. Employees have the right to request that a rebuttal or statement be included in their personnel file related to the Corrective Action document.

Workplace Complaint Protocol

Protocol is defined as a procedure that sets precedence for solving problems.

Problems and issues that arise in the workplace should immediately be discussed with the employee's supervisor, or if the concern involves their immediate supervisor, they should follow their chain of command within their division/department. If the employee needs assistance outside of their division/department that may also reach out to a member of the Human Resources team.

It is not appropriate to take workplace issues directly to the President, unless all other options have been exhausted (i.e., supervisor, supervisor's supervisor(s), Human Resources), unless an employee firmly believes that doing so is the only way to remedy their concern. Employees are to be advised that if a concern is raised to the President, the President may ask other qualified individuals to assist with the remedy of the concerns being raised.

Employees must report concerns related to potential violation of law, policy, and/or safety to their supervisor or the Director of Human Resources.

Supervisors must report concerns related to potential violation of law, policy, and/or safety to the Director of Human Resources.

Complaints of sexual or other workplace harassment or discrimination involving employees should be in writing and directed to the College's complaint officer:

Christine Lott, Director of Human Resources

Address: Rock Valley College: 3301 N. Mulford Rd., Rockford, IL 61114

Email: C.Lott@rockvalleycollege.edu

Phone: (815) 921-4267

In the event that an employee has a complaint regarding a student, or has a FERPA complaint, please direct the complaint to:

Student Complaint:

Dr. Luevinus Muhammad, Dean of Students

Email: L.Muhammad@rockvalleycollege.edu

Phone: (815) 921-4187

FERPA Complaint:

Sarah Russell, Director of Registration / Registrar

Email: S.Russell@rockvalleycollege.edu

Phone: (815) 921-4148

Section Three: General Employment Practices



Expectations for Professionalism among all Faculty and Staff

To focus on students, student learning and student success

- Our reason for being at Rock Valley College is our students.
- Students who most need help are the least likely to ask.
- We must ask:
- How does what we do benefit our students?
- How do we know that we've made a difference?

To be honest, open, and authentic when communicating with each other

- We will respect each other in spite of disagreements.
- We will listen and work to understand our colleagues' perspectives.
- We will exercise appropriate lines of communication within the organizational structure and regarding peer interaction.
- We value trust in relationships and communicate directly with the individual(s) concerned in dealing with a problem. Trust includes honoring confidentiality.

To be tolerant of divergent views and forgiving of mistakes

- No one is perfect. Avoid blaming. Human errors are opportunities, not for shame or guilt, but for forgiveness and growth.
- Accept people as they are, avoid making assumptions, and avoid starting rumors.
- Treat colleagues as you wanted to be treated.

To encourage risk-taking and individual initiatives, when directed toward commonly agreed- upon goals

- Leaders can emerge from anywhere in our organization.
- Be a self-starter willing to get things going.
- Demonstrate accountability and take responsibility for one's actions.

To enhance a collaborative decision-making organization

- Our organization is built around decentralized decision-making, collaborative problem solving, and an appreciation of each employee's contribution to the entire College.
- Our organization is comprised of team players.
- Our greatest resource is support for each other.

To lead by example. Walk the talk.

- Everyone at the College must model the behavior that will lead to a supportive, learning-centered culture.

Expectations for Attendance

- Regular and punctual attendance is expected of every employee.
- These expectations apply to employees who are approved to work remotely.
- When there is a need for absences, all employees are expected to notify their supervisor or designee, one hour prior to your scheduled reporting time, except in emergency situations.
- Employees taking professional trips (College business) must follow the approved [travel procedures](#).
- Employees taking vacation leave must seek pre-approval from their supervisors, except in cases of emergencies, utilizing the Self-Service application.
- Employees are expected to report emergency (personal leave) and illness (sick leave) absences by telephone, text, or via email on the day(s) of the absence. Employees are expected to communicate directly with their supervisor or designee.
- In the event of an emergency (personal leave) or illness (sick leave) where pre-approval is not possible, the employee shall update their attendance in Self Service within 24 hours upon returning to work.
- Failure to properly notify a supervisor of an absence may result in disciplinary action.

- Three consecutive days of failure to notify a supervisor of your absence will be considered job abandonment and considered a voluntary resignation.
- When an employee is going to be tardy to the start of their scheduled shift, employees are expected to notify their supervisor as soon as they believe they will be tardy. Employees who are repeatedly late for their scheduled shift may receive corrective action up to and including termination of employment.

Campus Closures

[Campus closure procedures](#) may be found on the intranet.

If a full time or continuous part time employee is dismissed from work due to a campus closure, and they are unable to work remotely, they will continue to be paid, however that time will NOT be considered towards time worked for overtime pay.

An employee who is not at work due to vacation, personal leave, sick leave, or other unpaid leave will not be entitled to receive pay for the portion of their normal shift when the campus was closed, and will be charged for the leave that was occurring during the campus closure.

Temporary employees are not paid during campus closures.

Standard Hours of Operations at Rock Valley College

Except for official school holidays, scheduled closings, and emergencies, the official working hours and expectations for Rock Valley College's offices to be open will be:

Days: Monday-Friday

Time: 8:00 a.m.-5:00 p.m.

Some offices are open earlier or later to best serve the needs of our student population.

In the event that a given office or department finds it in the best interest of the College to alter the working hours of specific employees, once approved by their Vice President, the supervisor shall register the revised work hours for that employee with the Director of Human Resources.

ADA or Other Accommodations

All employees are entitled to request specific accommodations under the Americans with Disability Act (ADA), or other applicable laws, if they need a specific accommodation to their work schedules or various break periods such as rest, restroom, and meal periods. Please consult the RVC Benefits and Wellness Coordinator to certify all necessary accommodations. To learn more about [ADA](#), please visit the Rock Valley College website.

Salaried (Exempt) Employees

Employees who are considered “exempt” under the Fair Labor Standard Act (FLSA) and classified as “salaried” (i.e., not hourly) are expected to generally work the hours deemed necessary to complete tasks and assignments which may not be limited to a forty (40) hour workweek. This may mean starting work earlier, ending work later, or working on days outside of their normally scheduled work week. Exempt employees are NOT eligible for overtime wages, or “banked” time such as compensatory time.

Hourly (Non-Exempt) Employees

Employees who are considered “non-exempt” under the Fair Labor Standard Act (FLSA) and classified as “hourly (i.e., not salaried). Non-exempt employees are eligible for overtime wages, and depending on their collective bargaining agreement, may be eligible for compensatory time.

Rest Breaks

Rest breaks are scheduled at the discretion of the employee’s supervisor, and when work load permits. Supervisors should make every attempt to schedule a ten (10) minute paid rest break for each four (4) hour portion of an employee’s scheduled shift. The maximum time allowed for a paid rest break for all full-time employees during a given workday is fifteen (15) minutes per rest break.

Rest breaks are considered “paid time”.

Employee rest breaks may not be used to extend a lunch period or shorten a work day.

Restroom Breaks

Although employees should coordinate the use of a restroom during a rest break, some employees may have a more frequent need to use the restroom facilities. Supervisors are encouraged to be flexible with the need of an employee to use the restroom as necessary. Employees who have a very frequent need to use a restroom due to a medical need should reach out to the Benefits and Wellness Coordinator to get approved for an accommodation under the Americans with Disabilities Act (ADA). Likewise, if a supervisor is concerned that the frequency of restroom visits is too disruptive to the productivity of the employee, they should consult a member of the Human Resources team for guidance as how best to support the needs of the employee.

Restroom breaks are considered “paid time”.

Meal Periods

Every employee who is scheduled to work on a given workday for 7 ½ consecutive hours or longer shall have at least one 20-minute, unpaid duty-free meal period which begins no later than 5 hours after the start of the employee’s work day. The meal period should not be interrupted by more than an insignificant amount of time, such as three minutes.

Most full-time employees who are scheduled to work 40 hours per week will be scheduled to work five (5) eight-hour (8) days, plus an additional one-hour (1) to account for the scheduled meal period, which means they will be scheduled nine (9) hours per day for five (5) days in the workweek. This aligns with the standard hours of operation for the campus as outlined above (M-F, 8am-5pm).

Meal periods should not be exchanged for work time, and are considered “unpaid”. The only exception to the “unpaid” protocol is employees who are in the SSA or the FOP workgroups that are scheduled to work ten-hour shifts are entitled to a 30 minute “paid” meal period as stipulated in their respective collective bargaining agreements.

Smoking Breaks

Employees who smoke are not entitled to additional break periods. Rock Valley College is a non-smoking campus and smoking of any kind, including smokeless products, must be done off RVC property or inside an employee’s personal vehicle.

Expectations for Proper Grooming and Attire

Employees of Rock Valley College are representatives of the College and are expected to dress in an acceptable manner that demonstrates professionalism in the workplace.

Hair styles and clothing that cause disruption in students' learning and distraction in the workplace will not be tolerated.

Clothing that insinuates or promotes alcohol, drugs or sexual overtones is unacceptable.

Although RVC does not have a specific general dress code, with approval from their Vice President, Supervisors may establish guidelines for employees working in their respective area.

Some departments may require uniforms. Affected employees will either be provided with the required uniform or provided with an established stipend to cover the cost of the required uniform. Employees in these departments are expected to comply with the required dress code for their department.

Participation in Campus Events

As stated in RVC's Value statement, Rock Valley College empowers the community to grow as a society of learners through well-designed educational pathways, leading to further education, rewarding careers, cultural enrichment, and economic-technological development.

It is important for employees to have opportunities to not only develop in their job roles, but to grow in their support of the broader college community. Participating in various Committees and Events on campus helps to support that growth, as well as contribute to a sense of belonging at RVC. Employees are encouraged to participate in the activities that they have an interest in supporting. When an employee identifies activities that they wish to participate in, they should discuss it with their supervisor to ensure that they can afford to spend time away from their primary job.

If an employee is participating in one or more campus activities, and the time spent away from their primary role is impairing the employee's ability to satisfactorily perform their duties, the supervisor may curtail participation in that/those committees/organizations until such time as the employee has demonstrated adequate and sustained job performance.

Section Four: Employee Benefits



Employee Benefits

The College offers a comprehensive benefit package that is part of your total compensation and is designed to provide employees with attractive, affordable, and personally customizable benefits. Benefits information can be found on the intranet for each [benefit](#) offered.

****Employees in the SSA, FAC and FOP workgroups should also refer to their respective [Collective Bargaining Agreements](#).***

Insurance Benefits (Full Time Employees*)

The College provides regular, full-time employees and their eligible dependents the opportunity to participate in group medical (including prescription coverage), dental and vision insurance coverages. The effective date of coverage is the first day of the month following the date of employment. In addition, the College offers many voluntary (self-pay) benefits from which to choose, allowing employees an opportunity to personalize their total benefits package.

- Medical Insurance is provided by Blue Cross Blue Shield of Illinois. There are two Preferred Provider Organization (PPO) plans and one Health Savings Account (HSA) plan from which to choose. These plans include a vision discount/reimbursement at no additional cost.
 - All medical insurance plans have a working spouse carve-out provision.
 - The effective date of coverage is the first of the month following date of hire.
- Dental, Group Life and Accidental Death & Dismemberment, Short Term Disability, Long Term Disability, Critical Illness, Accident and Vision Insurance plans are provided by Guardian Insurance.
 - Similar to medical insurance, the dental plan also has a working spouse carve-out provision, however the other plans listed do NOT have spousal carve-out provisions.
 - The effective date of coverage for these benefits is the first of the month following date of hire.
- Group Life and Accidental Death & Dismemberment Insurance is equal to 2X annual salary (maximum of \$100,000) at no cost to the employee.
 - The effective date of coverage is the first of the month following date of hire unless otherwise stated in your work group's collective bargaining agreement.

- You may also purchase supplemental Life and AD&D insurance options for yourself, your spouse and your dependents.
- Pet Insurance offered by ASPCA provides you the help in choosing the care you want when your pet is hurt or sick.
- Identity Theft Insurance by Norton LifeLock provides an all-in-one to help protect you and your information from falling victim to identity theft.
- Flexible Spending Account (FSA), administered by Clarity Benefits, allows you to set aside pre-tax money, via payroll deduction, to pay for qualifying out-of-pocket healthcare and dependent care expenses.

The [Benefit Booklets](#) for all insurance options can be found on the intranet.

Employee Assistance Program (Full Time Employees*)

The College provides a confidential Employee Assistance Program through Uprise Health. All benefits eligible employees and their immediate family members may utilize these services. Employees may access the EAP by calling toll free to 800-386-7055 (access code **work life**) or visiting the website at worklife.uprisehealth.com. The EAP provides you and your family with confidential, personal and online/web-based support on a wide variety of important and relevant topics – such as stress management, dependent/elder care, nutrition, fitness, and legal and financial issues. To learn more about the [EAP](#), information can be found on the intranet.

Mental Wellness Benefits (Full Time Employees*)

Mental wellness benefits are now available with Guardian through their Spring Health division at no cost to you! With Spring Health, you and your covered family members (children age 6+) can access 24/7 support which includes confidential therapy with diverse providers and therapists, dedicated support with Care Navigator to help you find the right therapist, personalized care plans, and on-demand access to wellness exercises to improve mental well-being and coaching. To learn more about [Spring Health](#), information can be found on the intranet.

RVCare

RVCare is Rock Valley College's on-campus wellness clinic, powered by OSF Healthcare, for employees and their families that participate in RVC's medical insurance coverage. RVCare offers quick and convenient healthcare access for employees without them having to take paid time off. Employee's use of RVCare is confidential – no information is disclosed to RVC. More information on [RVCare](#) can be found on the intranet.

Holidays

The College provides paid holidays for regular full-time non-faculty employees.

The Board of Trustees determines the holiday schedule. Currently, these include New Year's Eve, New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day.

Please note that the College does not provide paid holidays for part-time or faculty employees.

Campus Closure between the Christmas and New Year's Eve Holidays

The Board of Trustees have approved the campus to remain closed between the Christmas and New Year's Eve holidays. Most continuous Full and Part Time employees in the ADM/PSA/ESP/SSA work groups will be compensated for their normally scheduled shifts during this time, but are not required to work during this closure. Members of the Police Department and POM will continue to work to ensure safe operations occur on campus during this time, and will be compensated according to the collective bargaining agreements for the FOP and SSA.

Vacation (Full Time Employees*)

Regular full-time, non-exempt (ESP and SSA) employees earn vacation as follows: Year one through five = 10 days; Year six through ten = 15 days; Year eleven or more = 20 days. The maximum number an employee may earn is 20 days (during the 15th year of employment).

Regular full-time exempt staff (ADM and PSA) earn 20 days of vacation per year, regardless of their tenure at RVC.

All earned vacation is prorated (number of days per year divided by 24) and posted semi-monthly on payroll checks. Employees may carry up to 160 hours of unused vacation into a new calendar year. Any accrued vacation in excess of 160 hours on December 31 of any year will be forfeited. It is required that employees accurately and efficiently document their time using the Self-Service program where their supervisor reviews for approval or denial of requests.

Vacation (Grant-Funded Employees)

Vacation days for employees working in Grant-Funded programs will be available at the beginning of each grant cycle. The College provides the advancement of vacation days to give employees the flexibility of utilizing vacation days when most desired. Any Grant-Funded employee leaving Rock Valley College prior to the end of the grant cycle who has used vacation days that have not been fully earned will have deductions made to their final paycheck with the College. All vacation days must be used within the grant cycle year and unused days remaining will be forfeited. It is required that employees accurately and efficiently document their vacation time using the Self-Service program where their supervisor reviews for approval or denial of requests.

(PLAWA) Illinois Paid Leave for All Workers Act (All Employees*)

Each non-union regular full-time employee accrues 40 hours of Illinois Paid Leave for all Workers. PLAWA accrues per pay period worked. PLAWA time may be used for any reason, but adherence to the Illinois Paid Leave procedure is required. Illinois Paid Leave beyond 40 hours (5 days) will be converted to "SNON" Sick Non-SURS Leave. The Illinois Paid Leave that has been converted to "SNON" Sick Non-SURS Leave cannot be included when reporting sick hours to SURS. Employees can elect to use "SNON" leave that represents to rollover from PLAWA are not required to provide a basis for their time off request. Advance notification of request for PLAWA

time from your supervisor is preferred. PLAWA days may be used in as little as 2-hour increments. It is required that employees accurately and efficiently document their personal time using the Self-Service program where their supervisor reviews for approval.

Sick Leave (Full Time Employees*)

Regular full-time employees (with the exception of Faculty employees) accrue 80 hours sick time each year (January – December). Sick leave will accrue per pay period worked. Sick days may be taken for your own illness or that of an immediate family member. Sick days accrue indefinitely during your employment at RVC. Unused sick days may be used to acquire additional service time with the State Universities Retirement System (SURS). Please contact SURS for more information at SURS.org. It is required that employees accurately and efficiently document their sick time using the Self-Service program where their supervisor reviews for approval. If absent for an employee's own sickness lasting three (3) or more consecutive days, employees must present to the Human Resources department a physician's note of health clearance upon returning to work.

Accruals for sick leave and personal leave are available on the College's Intranet at [Self-Service](#).

All leave must be accrued prior to use.

****Union represented employees will follow their Collective Bargaining Agreement regarding Vacation, Sick, and Personal leave.***

Election Day

The campus is not automatically closed during Election Day; however, it may be a campus closure day when approved by the Board of Trustees, and typically only occurs under an executive order directive from the Governor of Illinois.

Flex Days (Full Time Employees*)

The Board of Trustees may approve Summer Flex Days for full-time ESP, SSA, PSA, and ADM work staff. Only those employees who are actively employed on the first day of the flex period will be allocated flex hours. Employees who commence employment after the first day of the flex period will not receive flex hour accruals.

The following conditions have historically applied to the summer flex days:

- Employees must use these days as full days (8 or 10 hours, depending on the employee's normally scheduled shift); employees may not break the flex time into half days or any other combination of time.
- Flex days must be used between the timeframe approved (typically after the Spring semester ends in May and before the Fall semester commences in August). Unused time is forfeited.
- Flex days may be used consecutively; please work with your direct supervisor for approval to arrange the use of your flex days the same as you would any other leave.

It is required that employees accurately and efficiently document their time using the Self-Service program where their supervisor reviews for approval or denial of requests.

Bereavement Leave (Full Time Employees)

Rock Valley College allows full time employees paid time off when they are absent from work, in accordance with the Illinois Family Bereavement Leave Act ("the Act"). The College reserves the right to require proof of the need for such paid time off or restrict the use of such paid time off for any reason, including but not limited to abuse or fraud, in accordance with applicable laws or regulations and the College's collective bargaining obligations.

To view the Administrative [Procedure](#) for Bereavement Leave, please visit the Rock Valley College website.

Family and Medical Leave (FMLA) (All Employees)

The College complies with applicable provisions of the Family and Medical Leave Act. Further information is available from the Human Resources Benefits & Wellness Coordinator.

To view the Administrative [Procedure](#) for FMLA, please visit the Rock Valley College website

Military Leave (All Employees)

The College complies with applicable provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Illinois Service Member Employment and Reemployment Rights Act (ISERRA), and the Illinois Public Community College Act (IPCCA).

To view the Administrative [Procedure](#) for Military Leave, please visit the Rock Valley College website.

Unpaid Leave of Absence (Full Time Employees)

Employees may request time off without pay.

Requests for time off without pay must be approved in advance, in writing, by both the immediate supervisor, the Department Vice President, and the Vice President of Human Resources, noting the specific reason for the request, and dates of requested leave. Depending on the length of the leave request, additional approval may be required by the President and the Board of Trustees.

To view the Administrative [Procedure](#) for Unpaid Leave, please visit the Rock Valley College website

Worker's Compensation Insurance (All Employees)

Employees of the College are covered by Workers' Compensation Insurance. Any work-related injury should be reported immediately to your supervisor. An incident report should be completed in the Campus Police Department. Leave associated with a workers' compensation injury is applicable to the Family and Medical Leave Act (FMLA). Therefore, if an injury or accident occurrence resulted in time away from work, FMLA may also run concurrently. Further information is available from the Operations Executive Assistant.

To view the Administrative [Procedure](#) for Worker's Compensation, please visit the Rock Valley College website

State Universities Retirement System (SURS) (Full Time and CPT Employees)

Any employee who meets the eligibility of the State University Retirement System under Section 15-107 of the Illinois Pension Code (40 ILCS 5/15-107) is required to participate in SURS.

SURS provides retirement benefits, disability benefits, and survivors insurance. Qualified SURS employees contribute 8%** of their salary/wages to SURS, plus .75%*** for the College Insurance Program under SURS. More information on the program is available at SURS.org.

** Qualified SURS employees within the Rock Valley Police Department contribute 9.50% of their salary/wages to SURS.

*** The College Insurance Program (CIP) provides health insurance benefits for certain community college retirees and their eligible beneficiaries under SURS. CIP is funded by three sources: Full-time Employees, Employers, and the State of Illinois, each of which currently contribute 0.75%. You can find this contribution on your earning statement as "SURS Insurance - .75%". CMS will be allowed to increase these contribution rates up to an additional 0.1% beginning in Fiscal Years 2025 and 2026, then beginning in Fiscal Year 2027 increases cannot exceed 105% of the prior year's contribution rate.

SURS Deferred Compensation Plan (DCP) (Full Time and CPT Employees)

SURS offers a 457(b) deferred compensation plan (DCP) that complements your SURS core retirement plan. They've made going the extra mile toward having more retirement income as easy as possible by requiring RVC to automatically enroll you in the DCP****. As a recently hired member, you will begin saving and investing in the SURS DCP just 30 days after RVC reports you are eligible. Everything is set up for you: your enrollment date, contribution rate and the investment option for your SURS DCP account.

At any time before your enrollment date or in the future, you can personalize how you contribute and invest in the SURS DCP, or you can choose to opt out of enrollment in the Plan.

Further information is available from the Human Resources Benefits & Wellness Coordinator.

**** SURS implemented automatic enrollment in accordance with Illinois state law. Employees are not mandated to participate in this retirement program and may opt out.

Tax Sheltered Annuities, and Deferred Compensation (Full Time Employees)

Employees may participate in other payroll deduction programs for 403(b) tax sheltered annuities (TSA), and/or 457(b) deferred compensation programs beyond what is offered by SURS. Information may be obtained from Human Resources Benefits & Wellness Coordinator.

To view the Administrative [Procedure](#) for other retirement benefits, please visit the Rock Valley College website.

Tuition Waivers for Regular Full-Time Employees and Dependents

Regular full-time employees, their spouse, and dependent children through age 22 or until marriage are eligible for tuition waivers for classes at Rock Valley College. Eligibility begins on the first day of the semester that commences after the new employee's date of employment at the College.

To view the Administrative [Procedure](#) for tuition waivers, please visit the Rock Valley College website. To fill out the tuition waiver [form](#), please visit the Benefits page on the intranet.

Tuition Reimbursement for Employees

Regular full-time non-faculty employees are eligible to receive up to \$250/credit hour to offset the cost of tuition (no fees) for approved graduate level courses and \$125/credit hour for undergraduate coursework, OR the actual credit hour cost, whichever is the lower amount, up to a lifetime maximum of 12 credit hour per FY and 45 max credit hours per lifetime.

To view the Administrative [Procedure](#) for tuition reimbursement, please visit the Rock Valley College website.

Computer Literacy Incentive Program (CLIP) (Full Time and CPT Employees)

Interest free loans are available to employees (full-time and continuous part-time) after their 90th day of employment to assist with the purchase of computer hardware and software. Loans, not to exceed \$1000 are based on available funding and on a first come first serve basis. Please contact the Executive Director of Finance for further information.

Medicare (All Employees)

Full time and continuous part time college employees do not pay into Social Security; however, they do pay into Medicare. The deduction rate for Medicare is 1.45% of an employee's salary/wages.

Unless they meet the eligibility requirements to participate in SURS, temporary, part-time, and student worker employees will pay into Social Security, as well as Medicare.

Business Travel (All Employees)

The College maintains a fleet of vehicles for college-related business. When personal vehicles are utilized for college-related business, employees will be reimbursed for mileage. Employees will also be reimbursed for lodging expenses, cost of public transportation, and meals within the guidelines of the College's Travel Reimbursement Policy and [Procedures](#).

Estelle M. Black Library (All Employees, as well as Community Members)

All employees may utilize the resources of the Educational Resource Center (ERC) Library.

Parking (All Employees)

Parking on campus is free to all employees, except in controlled access parking areas. Parking in the controlled access parking area is fee based and is available (area is near CL I, CL II, ERC). Arrangements to purchase a parking pass for these areas can be made through the Department of Public Safety at (815) 921-4357.

Fitness Lab (All Employees)

All active employees may utilize the fitness facilities in the Physical Education Center (PEC). Please find more information about the [Fitness Lab](#), including hours and membership fees on the Rock Valley College website.

Section Five: Talent Management



New Hire / Rehire Orientation

All newly hired and returning employees are required to attend an orientation session that introduces the College's policies, procedures, and benefit plans.

The purpose of including a returning employee in the Orientation program is to ensure that they are informed about the most current policies and procedures at RVC.

Required Training

All new employees will receive access to the mandated State of Illinois required trainings, which include Sexual Harassment and Mandated Reporter training as they start their new position. All employees are required to complete these trainings annually.

30/60/90

Employees who are newly hired, rehired, or assume a new role, will formally meet with their supervisor at a minimum of once per month for the first three months in their role. The purpose of these meetings is to ensure employee's success in their new role, provide support to the employee, and enable alignment with the goals & objectives of the new role. These meetings also allow the employee an opportunity to express any necessary training needs or accommodations.

If any type of an accommodation is needed, the employee will be directed to the Benefits & Wellness Coordinator for assistance certifying their requested accommodation.

The 30/60/90-day check-in forms are available on the intranet in the Human Resources section.

Stay Interviews

At least one time per year, typically at the beginning of a new fiscal year, supervisors should conduct a “stay-interview” with each of their direct reports. The purpose of conducting a stay interview is to help the supervisor better understand the personal and professional objectives of their direct reports. Having this understanding will assist the supervisor to know how they can support their direct reports, which in turn will encourage employees to want to stay employed at Rock Valley College.

Although Stay Interviews should be conversational in nature, and not scripted, sample questions can be found in the Human Resources section of the intranet.

Annual Goal Setting and Development Meeting

At the beginning of each fiscal year, at the commencement of an employee moving into a new role at RVC, or after the 30/60/90 new/rehire process has been completed, supervisors should complete an annual goal setting and development document. The purpose of this document is to list the divisional/departmental priorities, identify the competencies necessary to successfully perform the role, communicating SMART goals for the upcoming fiscal year (or balance of the remaining fiscal year if someone started their new role after the beginning of a new fiscal year), and identifying what training and support is needed to successfully achieve the SMART goals. This is also the perfect time to document desired personal development objectives for employees. All employees and their supervisors are encouraged to update the goal setting document when significant milestones have been achieved.

Annual goal setting and development documents may be found in the Human Resources section on the intranet.

Professional Development

Every employee is responsible for their own personal and professional development plan. It is very important that employees have a voice in their desired career progression, and take personal initiative to achieve their goals. Employees who hold themselves accountable for their own development are more likely to achieve success and satisfaction in their current role, as well as prepare them for their desired future roles.

There are a variety of professional development opportunities available to all employees. One example includes the online application Cornerstone, whereby an employee can take training virtually, at their own pace, and on their own schedule. The Golden Eagle Academy is a leadership development series offered in three different levels that is tailored to various stages in an employee's career progression. Supervisor 101 is available to all newly hired and promoted leaders, providing a solid foundation for new leaders. Professional Development Days occur in the Fall and Spring for all employees, and Faculty attend an academic Development Day program in January (unless rescheduled to a later date in the Spring semester due to weather or other emergencies). Individual departmental budgets are also in place for training and development involving discipline-specific development needs.

In support of the strategic plan for Diversity, Equity, and Inclusion (DEI), the DEI team also offers regular training to employees. You can learn more about [DEI](#) programming by visiting their pages on the intranet.

As a unit of RVC's Police department, the Environmental & Health team also offers safety training. Employees can learn more by going to the [Safety Training and Resources](#) page on the Rock Valley College website, or by contacting a member of the Environmental & Health team.

Employees should discuss their development plans with their immediate supervisor. Employees or their supervisors may also reach out to the Professional Development Specialist if they have any questions related to professional development. Agreed upon development plans will be captured on the annual goal setting and development document.

The [Strategic Plan for Professional Development](#) is available for employees to review.

One-on-Ones (1x1's)

It is extremely important that supervisors and their direct reports should meet regularly to ensure that desired objectives are being met, and that alignment in meeting expectations are being met. Employees who are new to the college or newer in their role will likely meet more often with their supervisor, perhaps daily at first then weekly. Employees who are very seasoned in their roles may not need to meet as frequently, perhaps once per month. Likewise, employees who have been placed on a performance improvement plan will meet more frequently as outlined in their plan.

There is not a standard 1x1 form to be used, or format expected to be followed. Supervisors and their direct reports should record progress in a manner that they find efficient and productive.

Year-End Review

At the end of each fiscal year, supervisors will be expected to turn in the completed Goal Setting Document to Human Resources. Employees are encouraged to update and inspect their Goal Setting Document throughout the fiscal year. Doing so on a regular basis will ensure that important milestones have been recorded, and any agreed-upon adjustments to goals & objectives are documented in a timely manner.

Performance Improvement Plans

At times, some employee's work performance may fall short of their supervisor's expectations. When this occurs, supervisors may develop a Performance Improvement Plan (also known as a Performance Action Plan, PIP, or PAP). The goal of the Performance Improvement Plan is to outline desired expectations, and support employees in meeting expectations.

Performance Improvement Plans should include:

- Specific requirement(s) needing improvement
- Description of what is considered an acceptable threshold for the requirement(s) needing improvement
- A plan to help the employee improve to an acceptable level
- Additional training to be completed
- A timeline for completing the necessary Performance Improvement Plan, with estimated check-in dates throughout the Plan to ensure that acceptable progress is being made

Performance Improvement Plans may exist independently from a Corrective Action document.

Corrective Action

If an employee is not adequately performing their duties, or if an infraction has occurred for violating a Policy or Procedure, a supervisor may place the employee on Corrective Action. Prior to issuing Corrective Action to an employee, supervisors must first seek out assistance from the Human Resources team, which will typically be the assigned HR Business Partner for that division/department.

If an employee is struggling with adequately performing their duties, a Performance Action Plan will be created to assist the employee to perform at an adequate level.

If an employee has violated a policy or procedure, and their deficiency is not related to general work performance, they may be placed on Corrective Action without a Performance Action Plan.

One purpose of issuing Corrective Action is to communicate the seriousness of the infraction.

In most cases, Corrective Action will be progressive in nature, for example the first Corrective Action document issued may be referred to as a Step 1 or Verbal Warning, the second time Corrective Action is issued it may be referred to as a Step 2 or Written Warning, and the third time Corrective Action occurs it may be referred to as a Step 3 or Final Written Warning.

Employees should note that any step in the progressive discipline process may be skipped, with some infractions moving directly to a Step 3 Final Written Warning.

For extremely severe violations of Policy or Procedures, RVC reserves the right to move immediately to Termination of Employment without issuing any Corrective Action.

Corrective Action Documents will be placed in an employee's official Personnel File. Employees may choose to request that a rebuttal to a Corrective Action Document be placed in their Personnel File.

Section Six: Talent Acquisition



Job Positioning Process

In order for a newly created or backfill position to be filled, the hiring supervisor must follow the Administrative Procedures associated with filling a job vacancy, including approval for filling the position. Included in the approval process is their divisional Vice President and the leadership Cabinet, as well as approval from the Chief Financial Officer to ensure that the headcount vacancy has been budgeted, and that funds are available to pay for the wages associated with the vacant position once the role has been staffed.

Candidate

To qualify as a candidate for a position with Rock Valley College, a candidate must have the required skills, previous experience and education to meet the minimum qualifications as outlined in the job description for the position. Current employees applying for posted positions that meet the minimum qualifications of the position are deemed eligible to be considered for an interview, however they are not guaranteed an interview. It is the responsibility of the hiring supervisor to consider all candidates, ranking them on an objective selection matrix that is determined during the intake meeting with the Talent Acquisition Specialist. Only the highest ranked candidates on the selection matrix will be invited to an interview. Also, even if an existing employee meets the minimum qualifications for the job, but are currently on corrective action, they may be ineligible to be considered for a different role until such time as they are adequately performing their current role.

Interview Process

Human Resources Talent Acquisition Specialists and Business Partners will work carefully with Hiring Supervisors to post jobs, review applicants, determine candidates, and schedule interviews.

Selected Candidate

The hiring supervisor will determine which candidate will be extended a job offer. A decision to hire is based on a variety of factors including:

- The completed application and all provided correspondence such as cover letter, resume, letters of reference, transcripts, etc.
- Interview(s)
- Previous relevant education and experience
- Feedback from all Search Committee members

Pre-Employment Verifications

Although the employee handbook is intended to be viewed by current employees of the College, it is important for all employees to understand the due diligence that is done prior to employment and start of the role for the College.

Tasks completed by Human Resources, or a qualified third-party provider directed by a member of the HR team, may include:

- Professional references may be checked by Human Resources depending on the position, or request from the hiring supervisor.
- Criminal background checks for all candidates
- Driving records for positions that require use of College owned vehicles (e.g. FPOM and Police)
- Drug, Physical and Psychological exams for Police
- If a physical or drug screen is required for the position, this must be completed within 72 hours of offer, otherwise the job offer may be rescinded.

If an existing employee applies to and is selected to fill a vacancy whereby they have never completed a required pre-employment verification step for that specific new role, they will be required to successfully complete the background check process prior to assuming the new role. An example of this is if they have not previously passed a driving history verification, and are accepting a new role that requires the employee to drive on behalf of the College, they will be required to complete the driving history verification.

Employees can NOT start in their new role until all required pre-employment verification steps have been successfully completed.

Section Seven: Payroll Procedures



Pay days

Rock Valley College employees are paid semi-monthly on the 15th and the last day of the month. In the event that the College is closed (due to a holiday or weekend), pay day will fall on the last business day prior to the College's closing.

Pay Period

Pay periods are available on the intranet for ADM/PSA/ESP, FOP and SSA employees who are paid in arrears. Part-time and Student employees are paid one pay period in arrears. Faculty are paid current. You will find the most recent Calendar of Pay days on the College's intranet.

Direct Deposit

Direct Deposit is available and encouraged for all employees. Employees have the option of depositing their pay at any financial institution of choice. Employees may direct their pay to a maximum of three accounts or banks each pay day, as long as the balance of the check is directed to one of the accounts. The option to direct deposit only a portion of the payment to the bank and receive the balance of the pay in check-form is not available.

Employees may change their Direct Deposit transactions as needed. Payroll must receive all original documentation no less than 10 prior to the pay date. Direct Deposit forms are available through the Payroll Department and on the intranet. Please be aware that the employee must complete, print out and bring a physical signed hard copy to Payroll in order to verify your identity and prevent fraud. If all documentation is received less than 10 days prior to the pay day, also assuming all information is correct, the deposit will go live on the first pay day thereafter.

Payroll Deductions

Federal and State Laws

Federal and State laws require that certain deductions are made from each employee's earnings. These deductions include, but are not limited to, Federal income tax, State income tax, and Medicare tax (currently 1.45%) on each employee's earnings. Employees that are considered SURS eligible will contribute to their retirement with the State Universities Retirement Programs (SURS); in addition full-time employees also contribute to the College Insurance Plan for the State of Illinois through SURS. Please refer to benefits for additional information. Employees not eligible to participate in SURS will contribute to social security (currently 6.20%)

W-4 Forms

All employees are required to complete the appropriate Federal and State W-4 forms for tax withholding. Employees have the option to change their tax withholding forms at any time during the year. If an employee claims Exemption from Federal taxes or claims more than 10 allowances, a new W-4 form must be completed prior to February 15 of the next calendar year. New forms can be obtained from Human Resources.

In the event of a name change, a new social security card must be obtained from the Social Security Administration office reflecting the new name. Employees are required to complete a new withholding form in the result of a name or address change. The address change is only required when moving out of state.

W-2 Forms

The annual summary of earnings for the prior calendar year is distributed on a W-2 form by the end of January. By law, W-2s must be distributed on or before January 31st of each year. In the event that January 31st falls on a weekend or a holiday, the reporting requirement is moved to the next business day.

Employees should ensure the address on their pay notification is current. This is the address where the W-2 will be mailed. Please notify Human Resources immediately of any changes. Address changes can also be made on the College's intranet.

Optional Payroll Deductions

403(b) Retirement Savings Plans

Contributions to a 403(b) Tax-Deferred Plan can be sent by payroll deduction to one or more companies. You may choose your 403(b) provider from a list of RVC providers. Provider lists and Salary Reduction Agreement forms are available through the Payroll Department. Completed forms should be submitted to Payroll as soon as possible for payroll to begin the processing. The maximum amount contributable to your 403(b) account for any year is determined by IRS guidelines.

457(b) Retirement Savings Plans

Contributions to a 457(b) Retirement Savings Plan can be sent by payroll deduction through SURS Deferred Compensation Plan (see Benefits) or to AIG-Valic, our 457(b)-plan administrator. Deferred Compensation Agreement forms are available through the Human Resources Department. Completed forms should be submitted to Payroll, only if selecting AIG-Valic, as soon as possible for payroll to begin the processing. The maximum amount contributable to your 457(b) account for any year is determined by IRS guidelines.

Reporting of Time

Non-Exempt Employees (Hourly, Continuous Part-Time, CPT)

Time cards

Time cards are due to the Payroll Department on the first business day after the end of the pay period. Timecards are required to be completed in blue or black ink with the employee's and supervisor's signatures. Pencil is not acceptable. Failure to do any of the above may result in time delays of processing your payroll.

If you work on a College holiday, please indicate the number of hours actually worked on the top line of the timecard and bring that same number down to the "Overtime Hours" space below. If you do not work the holiday, write an "H" for Holiday in the top line under the date the holiday falls on.

Accurately reporting time worked is the responsibility of every employee. Federal and State laws require Rock Valley College to maintain accurate records of time worked in order to calculate employee pay and benefits. The U.S. Department of Labor requires the College maintain an accurate record of hours worked in a given workday and workweek. Any employee that knowingly submits inaccurate time worked on their timecard may be subject to disciplinary action.

Overtime

Overtime must be pre-approved by the supervisor except in emergency situations or unusual circumstances. Employees are eligible for overtime pay after physically working 40 hours in a workweek. A workweek is defined as: Any seven-day period the College schedules an employee to work Monday-Sunday. Overtime pay is paid at a rate of 1.5 times the regular hourly rate of pay. Overtime hours should be reflected on the time card in the appropriate area.

Compensatory Time – Non-Exempt Employees Only

Compensatory time may be chosen in lieu of overtime for non-exempt employees by selecting the appropriate number of hours of compensatory time requested in self-service. If not selected, overtime will automatically be paid for that pay period. Non-exempt compensatory time is accrued at a rate of 1.5 hours for every hour of overtime worked. Non-exempt compensatory time may be paid out upon written request to the Payroll Department at any time. The maximum amount of non-exempt compensatory time cannot exceed 40 hours. If a non-exempt employee's compensatory hours total more than 40 hours, the amount over 40 will automatically be paid to the employee.

Leave Time

Full-time employees earn leave time that can be used for an absence. Available leave times are Sick, Personal, Vacation, and Compensatory time (when accrued in lieu of overtime, for non- exempt employees only). All leave requests must have supervisory approval, unless an emergency situation arises. Approval is obtained by submitting a Leave Request within the Self-Service Program to your direct supervisor, notating the proposed time used and the used leave type.

Employees are required to verify their available leave balances via Self Service prior to requesting the time off.

Sick and Personal leave time are accrued per pay period worked. Vacation leave time is accrued each pay period, based upon length of service at the College. Upon termination of employment for any reason, an employee will be paid for earned, accumulated vacation at the employee's current rate of pay. Any used, unearned Personal and Sick leave time will be deducted from your final check.

Exempt Employees

Currently, Exempt Employees do not submit a timecard, but are required to submit the appropriate Leave Request through Self Service for absences from work. All absences should be pre-approved by the employee's immediate supervisor and reported on through Self Service.

Exempt employees are **not** eligible for overtime or able to accrue compensatory time.

Fraudulent Reporting

Fraudulent reporting which includes tampering, altering, or falsifying time records or recording/changing time on an employee's time card, may result in disciplinary action, up to and including termination of employment.

Collective Bargaining Agreement

Members of the Faculty Association Local 6211 IFT-AFT, the Illinois Fraternal Order of Police Labor Council and Support Staff Association (SSA) IFT-AFT/AFL-CIO should consult their respective contracts for more detailed information regarding compensation and benefits.

Association Dues

Faculty Association, FOP and SSA association members pay dues through payroll deduction each pay period. Enrollment forms are obtained and returned to the respective Association. The forms are then forwarded to the Payroll Department by each Association.

Section Eight: Employees Ending Employment at RVC



Check-Out Procedure

All employees ending employment with the College are required to complete a Check-Out Procedure. The purpose of this procedure is to provide a means of verifying that College property including keys, badges, equipment and materials in the terminating employee's possession, have been turned in. The Check-Out process also ensures that any College indebtedness has been cleared. This process normally occurs on an employee's last day of employment with an employee's immediate supervisor.

In the event that an employee is involuntarily separated, their immediate supervisor will coordinate with the Police department to have an Officer assist with the collection and inventory of personal items. Once personal items have been collected, the former employee may coordinate a date/time to pick up their personal belongings at the Police department located in the Support Services Building (SSB).

College administration has the right to evaluate the most appropriate leave plan while considering the employees resignation request and the needs of the college. Human Resources will consult with the employee, employee's supervisor and all necessary parties to facilitate and communicate exit procedures.

Exit Interviews

All employees (voluntary and involuntary separation) leaving the College are invited to participate in an exit interview electronically or with a member of the Human Resources staff.

Employees who are Retiring

Deciding when to retire is one of the most important decisions employees make. The College acknowledges and appreciates the dedication and sacrifices employees make that lead to student success. For those who have made the decision to retire, Congratulations!

Before you retire, you are encouraged to reach out to the State University Retirement System (SURS) to speak with a retirement counselor. SURS can be reached at SURS.org. Please be advised that your SURS representative will NOT notify Rock Valley College of your decision to retire, so please let your immediate Supervisor know when you have made the decision to retire.

When communicating your retirement to the College, please do so in writing (printed document or email) by informing your Supervisor of the date of your retirement. Your Supervisor will forward your notice of retirement to the Human Resources department. The Human Resources team will notify your retirement end date to Payroll, IT, and campus Police.

Shortly after your retirement date, the Payroll department will issue you a final paycheck inclusive of any final earnings you are owed, including payout of any accrued/unused vacation time. Payroll will also notify (or is it verify?) any accrued/unused Sick leave balance to SURS - depending on what retirement plan you are enrolled in with SURS you may be eligible to convert your sick leave balance to service credit.

After your retirement date, the Human Resources team will communicate with you regarding any rights under COBRA, as well as any benefits that can be converted over to a private policy upon separation of employment.

Code of Conduct & Confidentiality Agreement

I, _____, understand that as an employee of Rock Valley College, I am responsible to adhering to the following expectations:

- I understand that it is my responsibility to review the Employee Handbook. With this acknowledgement, I agree to read the documents and abide by the policies of Rock Valley College.
- Information regarding Rock Valley College's Programs, Procedures, Payroll, and personal information on Employees or Students is to remain confidential.
 - FERPA (Family Educational Rights and Privacy Act of 1974): Federal law that protects the privacy of student education records.
- Any confidential information I am privy to will remain the property of Rock Valley College during and after my employment with the College.
- Possession, distribution, or use of controlled substance(s) or alcohol in the workplace is strictly prohibited.
- Sexual or any form of Harassment is strictly prohibited.
- Possession of firearm(s) or weapon(s) is strictly prohibited.

Any employee who feels harassed or discriminated against should report the incident to their supervisor or to Human Resources. A failure to follow the above conduct may result in termination or disciplinary action.

Employee Signature

Date

Note: The Employee Handbook is intended to provide general guidelines for conducting professional business at the college. The Handbook is not intended to constitute an employee contract or guarantee further employment with the College.