

Rock Valley College  
Community College District No. 511  
3301 North Mulford Road, Rockford, IL 61114

COMMITTEE OF THE WHOLE MEETING  
Educational Resource Center, Performing Arts Room, Room 0214  
5:15 p.m. Tuesday, March 10, 2026

Livestreaming Link: [https://www.youtube.com/channel/UCwa3Fs6l4pWAR\\_4iDZPTNZA](https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA)

(The link opens to the YouTube page; access the Board meeting by clicking on the “Live” video icon with the date shown above.)

## AGENDA

**A. Call to Order**

**B. Roll Call**

**C. Board Member Attendance by Means Other than Physical Presence**

**D. Communications and Petitions (Public Comment)**

**E. Recognition of Visitors**

**F. Review of Minutes:** Committee of the Whole, February 10, 2026

**G. General Presentation**

**H. Teaching, Learning, and Communications Discussion: Board Liaison Trustee Goldsmith**

1. 14<sup>th</sup> Day Enrollment and Student Profile
2. Return on Investment Academic Program Support

**I. Finance Discussion: Board Liaison Trustee Cardenas Cudia**

1. Purchase Reports (A and B)
2. Cash and Investment Report

**J. Operations Discussion: Board Liaison Trustee Trojan**

1. Board Policy Manual Update: Article 3: Human Resources / First Reading
2. RVC / RVC Foundation Memorandum of Understanding (MOU)
3. Brightly / Capital Predictor Software
4. Downtown West Update
5. Classroom II Building (CLII) Update
6. Change Order Update
7. Personnel Report
8. Rock Valley College Events Calendar

**K. Other Business:**

1. Unfinished Business
2. New Business

**L. Adjourn to Closed Session** to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees per Section 2 (c) (2), all in accordance with the Illinois Open Meetings Act.

**M. Reconvene Open Session**

**N. Next Regular Board of Trustees Meeting:** March 24, 2026, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**O. Next Committee of the Whole Meeting:** April 14, 2026, at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

**P. Adjourn**

Paul Gorski, Board Chair

**Rock Valley College  
Community College District No. 511  
3301 N. Mulford Road, Rockford, IL 61114**

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING  
5:15 p.m. Tuesday, February 10, 2026**

**MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, February 10, 2026, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Board Chair Paul Gorski.

**Roll Call**

The following members of the Board of Trustees were present at roll call:

Mr. Paul Gorski  
Mr. Robert (Bob) Trojan  
Ms. Kristen Simpson  
Dr. Jenna Goldsmith

The following Trustees were absent from the roll call: Mr. John Nelson, Ms. Gloria Cardenas Cudia, Ms. Crystal Soltow, and Mr. Isiah Blake.

Also present: Dr. Howard J. Spearman, President (attended via Zoom); Dr. Keith Barnes, Vice President of Cultural Excellence and Belonging; Dr. Terrica Huntley, Vice President of Human Resources; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ann Kerwitz, Assistant to the President; Ms. Carly Huotari, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Joseph Perkoski, Robbins Schwartz.

**Board Member Attendance by Means Other than Physical Presence**

Trustee Robert (Bob) Trojan made a motion, seconded by Trustee Kristen Simpson, to allow Trustee John Nelson to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Nelson entered the meeting via telephone.

**Communications and Petitions**

Trustee Gorski reported receipt of correspondence from the City of Dixon, Illinois, regarding Stillman Valley financial actions. The document was forwarded to Vice President Ellen Olson.

**Recognition of Visitors**

There were no visitors to be recognized.

**Review of Minutes**

There were no comments on the minutes from the January 13, 2026, Board of Trustees Committee of the Whole meeting.

**General Presentations**

There were no general presentations.

Trustee Gorski stated that the agenda was adjusted to address Purchase Reports A, B, and C early in the meeting.

**Finance Discussion: Board Liaison Trustee Cardenas Cudia**

**1. Purchase Reports**

Ms. Ellen Olson, vice president of finance, presented the purchase reports.

***Purchase Report A – FY2026 Amendments***

**A. Car Rental Services – (Participant Travel – Athletics)**

1.	<b>Enterprise Rent-A-Car</b>	<b>Rockford, IL</b>	<b>\$ 15,000.00*(1)</b>
			<b>Not to Exceed</b>

Trustee Nelson asked whether we have used Enterprise Rent-A-Car before. Ms. Olson responded that when charter buses are unavailable or for smaller teams, rental vans are more cost-effective.

***Purchase Report B – FY2026 Purchases***

**A. Instructional Equipment – (Capital Instructional Equipment – IBT Grant)**

1.	<b>Advanced Training Systems (ATS)</b>	<b>St. Petersburg, FL</b>	<b>\$ 101,050.00*(1)</b>
	Simulator Experts	Oceanside, CA	\$116,570.00

**B. Sprinkler System Maintenance – (Maintenance Services – Boiler House)**

2.	<b>Automatic Fire Systems</b>	<b>Rockford, IL</b>	<b>\$ 28,000.00*(2)</b>
			<b>Not to Exceed</b>

**C. Online Workforce Training – (Vendor Training Alliances – (Continuing Ed Center)**

3.	<b>Cengage Learning, Inc.</b>	<b>Independence, KY</b>	<b>\$ 35,000.00*(3)</b>
			<b>Not to Exceed</b>

**D. Captioning Display – (Capital Foundation Grant – Theatre Program)**

4.	<b>SVL Productions</b>	<b>Cherry Valley, IL</b>	<b>\$ 68,000.00*(4)</b>
			<b>Not to Exceed</b>

**E. Downtown West Commissioning – (Professional Services – Downtown West Project)**

5.	<b>CERx Solutions, LLC</b>	<b>Montgomery, IL</b>	<b>\$ 69,626.00*(5)</b>
			<b>Not to Exceed</b>
	IMEG	Rockford, IL	\$ 89,250.00
	Primera	Chicago, IL	\$ 151,200.00

Trustee Nelson inquired about items A, B, and C. Discussion ensued.

***Purchase Report C – FY2026 Purchases***

**A. Handrail Improvements – (Other Capital Outlay – Starlight Theatre)**

1.	<b>NKP Metals, LLC</b>	<b>Chicago, IL</b>	<b>\$ 51,346.00*(1)</b>
			<b>Not to Exceed</b>
	<b>Sjostrom and Sons</b>	<b>Rockford, IL</b>	\$ 325,041.00

Trustee Nelson asked whether any grievances had been filed regarding NKP Metals, LLC, and prevailing wage payments. Vice President Jenks said he was not aware of any.

**2. Fund Transfer Request for Classroom Building II (CLII)**

Vice President Olson stated that to partially fund the additional CLII project expense, it is recommended that \$1,000,000 be transferred from Other Post-Employment Benefit Liability (OPEB) (Fund 19) to Restricted Capital (Fund 03).

### **3. Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds, Not to Exceed \$7,900,000**

A resolution was noted calling for a Bond Issue Notification Act (BINA) public hearing on March 24, 2026, to receive public comments on the proposal to sell bonds to the Rock Valley College District in an amount not to exceed \$7.9 million for the purpose of the working cash fund.

### **4. Cash and Investment Report**

Ms. Olson presented the Cash and Investment Report through January 31, 2026. Total operating cash is \$21,336,130. Total operating cash and investments are \$103,628,934. The operating cash and investments have changed by <\$269,515> since December 31, 2025. Total capital funds are \$65,476,101. Since December 31, 2025, the change in capital funds has been <\$5,961,322.> Ms. Olson stated that the total operating cash and investment funds were 96.45% of the FY2026 operating budget. Ms. Olson also stressed that the negative figure for Illinois Bank and Trust (IBT)/UMB of <\$430,739> was due to a general ledger timing issue related to outstanding checks, not to an overdrawn account.

### **5. Fiscal Year (FY) 2026 Second Quarter Vital Signs**

Ms. Olson presented the FY 2026 Second Quarter Vital Signs. Ms. Olson stated that Operating Funds (Fund 01 and 02) revenue is \$41.3 million as of December 31, 2025, representing 59.61% of the budget and 71.94% excluding SURS on Behalf. The state government is running behind budget, and RVC is expected to fall short by approximately \$1.6 million (13.8%). As Ms. Olson mentioned previously at the January 27, 2026, Regular Board meeting, state appropriations will continue to perform behind budget expectations. As a reminder, other sources include the employee retention tax credit RVC received in August 2025, for \$3.8 million, and if RVC excludes that from the number, RVC will still place at 65% of the budget excluding the SURS on Behalf as of December 31, 2025.

Operating expenses were \$23.1 million as of December 31, 2025, representing 35.24% of the budget and 43.04% excluding SURS on Behalf. Ms. Olson stated that expenses are projected to be at or below budget right now for the fiscal year.

Vice President Olson said that payroll is running under budget due to unfilled positions, and medical claims are running 11.70% ahead of budget, largely due to high service costs and a spike in claims in December 2025. Trustee Trojan asked whether Ms. Olson anticipated an increase in medical claims, and Ms. Olson stated that she did and would continue to monitor them.

### **6. \*Informational Only – FY 2026 Purchase Report Second Quarter Update (\$10k-\$25k)**

The FY2026 Purchase Report for the second quarter was included in the packet for purchases between \$10,000 and \$25,000.

### **Operations Discussion: Board Liaison Trustee Trojan**

#### **1. Classroom Building II (CLII) Update**

Trustee Gorski requested an update on CLII before getting into the Downtown West Update. Mr. Jenks, vice president of operations, stated that there is currently no physical update as the project is awaiting the finalization of financing and approvals to move funds into the PTMA account for the Capital Development Board (CDB) to proceed.

#### **2. Downtown West Update**

Mr. Jenks explained that Architect's Supplemental Instructions (ASIs) are formal documents used by architects to issue minor, no-cost, and time-neutral changes or clarifications to construction documents. Examples include correcting dimensions, detailing material finishes, clarifying construction details, replacing sheet revisions, and modifying layout details to avoid conflicts. Vice President Jenks said there were nine pending ASIs, of which six have been fixed. As of this afternoon, a seventh one was resolved. Mr. Jenks said the remaining two are expected to be completed within two weeks. Management is working to get the project back on schedule. Discussion ensued.

### 3. Change Order Update

Vice President Jenks discussed the following change orders:

- **Athletic Soccer Fields:** a change order for \$3,795 was approved for two 8-foot gates to allow maintenance equipment access. The project remains on schedule.
- **Health Sciences Center (HSC) Buildout/Elevator:** A recent change order was added for a divider curtain system in room 3254 to assist with instructional privacy. While the project is under budget, the elevator installation is delayed due to vendor resource issues and product unavailability.
- **Tuckpointing-Phase II-Turret:** \$39,800; Labor and material to remove concrete pad.

### 4. Personnel Report

Mr. Jenks discussed the February 2026 Personnel Report. There is a placeholder for the Executive Director of Institutional Design. Interviews are currently underway for this full-time position. A recommendation is expected at the Regular Board Meeting on February 24, 2026.

Trustee Trojan inquired about the Foundation position. Dr. Terrica Huntley, vice president of human resources, replied that the new fundraising position was approved two weeks ago and is currently in the "job analysis" phase. Due to the complexities of onboarding a brand-new role, it may take 2–4 weeks to post.

### 5. RVC Events Calendar

Mr. Jenks discussed the February 2026 RVC Events Calendar. Black History Month, State of the College Town Hall, and the ICTM Mathematics Competition were highlighted.

### 6. \*Informational Only – FY 2026 Personnel Second Quarter Report

The FY26 Second Quarter Human Resources report was provided for informational purposes.

## Teaching, Learning & Communications Discussion: Board Liaison Trustee Goldsmith

### 1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, provided an update on current enrollment metrics, noting that figures have remained relatively stable since the last report. Spring enrollment is currently 1.6% ahead of last year, and 9% ahead of the budget, and 5% ahead of the "stretch goal." Total Academic Year enrollment is 3.6% ahead of last year and 8% ahead of the budget. Upcoming important dates are Summer registration opens on March 2, 2026, and Fall registration begins the week of March 16, 2026.

Trustee Trojan asked why spring enrollment is lower than fall enrollment; VP Snider clarified that spring enrollment is historically lower, though anomalies can occur due to adult education cycles.

### 2. Workforce Development Metrics Update

Dr. Hansen Stewart, vice president of career and technical education (CTE) and workforce connection, reviewed the second annual comparative analysis of non-credit workforce programs. Truck Driver Training's revenue fell from \$675,000 to \$488,000 and maintained a 93% completion rate despite funding delays for student grants.

Computer Numerical Control (CNC) machining increased revenue to \$42,000 in FY 2025, and completion rates jumped from 62% to 80% due to a new support coordinator.

Collision Repair's revenue reached \$71,500, and achieved a 100% completion rate; however, job placement dropped to 67% due to a need for greater technical skills.

Tech Works is a specialized accelerated training program focused on advanced manufacturing, particularly CNC programming, set-up, and operations. The program provides job-readiness coaching and initiatives for underserved populations, including those in the Winnebago County Jail. Revenues for the Tech Works program increased to \$54,000, and enrollment is steady at approximately 53 students; non-completions are primarily due to inmate releases.

Trustee Trojan shared the history of the "Tech Works" program, noting John Lundeen created it. He suggested honoring John Lundeen's legacy by potentially renaming a facility or seeking branding opportunities.

Trustee Gorski debated the term "profit." Trustee Gorski challenged Dr. Stewart's use of "net revenue," arguing that true profit calculations should include overhead, bond debt, and facility maintenance, not just direct program expenses.

**3. \*Informational Only – Faculty Tenure Update**

Dr. Amanda Smith, vice president of academic affairs, provided a list of faculty entering tenure.

**New Business/Unfinished Business**

There was no new or unfinished business.

**Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees Meeting will be held on Tuesday, February 24, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

**Next Committee of the Whole Meeting**

The next Committee of the Whole Meeting will be held on Tuesday, March 10, 2026, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

**Adjourn**

At 6:23 p.m., a motion was made by Trustee Simpson, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje.

---

Dr. Jenna Goldsmith, Secretary

---

Paul Gorski, Chairman

# Rock Valley College

## 14<sup>th</sup> Day Census Enrollment (Spring 2026)

### Background

Data to inform this report have been captured and submitted to the Illinois Community College Board (ICCB). Spring census enrollment identifies the number of students officially enrolled in credit courses at the College at the end of registration for the spring term. Fourteenth day census enrollment includes students enrolled in Arts, Sciences, and Career Education (i.e. credit courses); Adult Education; and Vocational Skills courses in Community/Continuing Professional Education. It is intended to provide a “snapshot” or point in time view of spring enrollment. At the College, data to inform this report are captured on the 14<sup>th</sup> class day from the first day of classes, including Saturdays.

### Summary of Spring 14<sup>th</sup> Day Census Enrollment

Table 1 shows the unduplicated headcount, credit hours, and full-time equivalent enrollment on the 14<sup>th</sup> day of spring terms across the most recent five years. Table 1 also includes the five-year change, provided in terms of percentage change.

Table 1: Multi-year Spring 14th Day Census Enrollment

	Spring 2022	Spring 2023	Spring 2024	Spring 2025	Spring 2026	5-year Change
Unduplicated Headcount	4,226	5,951	5,887	6,537	6,621	56.67%
Credit Hours	42,949.5	52,272.5	52,003.0	55,354.0	56,223.5	30.91%
Full-time Equivalent	2,863.30	3,484.83	3,466.87	3,690.27	3,748.23	30.91%
1 <sup>st</sup> Day of Class	1/8/2022	1/14/2023	1/13/2024	1/11/2025	1/12/2026	NA
Census (14 <sup>th</sup> ) Day	1/25/202	1/31/2023	1/30/2024	1/28/2025	1/27/2026	NA

Data in Table 1 indicate the following:

- Over the 5-year period, unduplicated headcount as reported on the 14th class day increased by 56.67%. The annual change in headcount reflects an increase of 1.28% from FY25 to FY26
- Over the 5-year period, credit hours and full-time equivalents (FTE) increased by 30.91%. The annual change indicates an increase of 1.57% from FY25 to FY26.
- Over the 5-year period, headcount grew at a faster rate than credit hours and FTE, suggesting that more students are enrolling part time. In the most recent year, credit hours and FTE rose slightly faster than headcount.

# Rock Valley College

Data Brief: Student Profile - Arts, Sciences, and Career Education  
*Board of Trustees Committee of the Whole – March 11, 2026*

## Contents

Background .....	2
Quick Facts – Multiyear Comparisons of Key Demographics.....	3
Overall Students.....	4
Table 1: Student Age .....	4
Table 2: Student Gender.....	4
Table 3: Highest Level of Education .....	4
Table 4: Student Race and Ethnicity.....	5
Table 5: Residency Status.....	5
Table 6: Primary Curriculum .....	5
Table 7: Overall Enrollment by Student Level Classification.....	6
Table 8: Enrollment Status (Spring 2022 – Spring 2026) .....	6
New Students.....	7
Table 9: New Student Age .....	7
Table 10: New Student Gender.....	7
Table 11: New Student Highest Level of Education .....	7
Table 12: New Student Race and Ethnicity.....	8
Table 13: New Student Residency Status.....	8
Table 14: New Student Primary Curriculum .....	8
First-time College-level Students.....	8
Table 15: First-time Student Age.....	9
Table 16: First-time Student Gender .....	9
Table 17: First-time Student Highest Level of Education .....	9
Table 18: First-time Student Race and Ethnicity.....	9
Table 19: First-time Student Residency Status .....	10
Table 20: First-time Student Primary Curriculum.....	10
Group Comparisons .....	10
Table 21: Group Comparison - Age.....	10
Table 22: Group Comparison - Gender .....	10
Table 23: Group Comparison - Race/Ethnicity.....	11
Table 24: Group Comparison - Highest Level of Education .....	11
Table 25: Group Comparison - Residency Status.....	11
Table 26: Group Comparison - Primary Curriculum .....	12

## **Background**

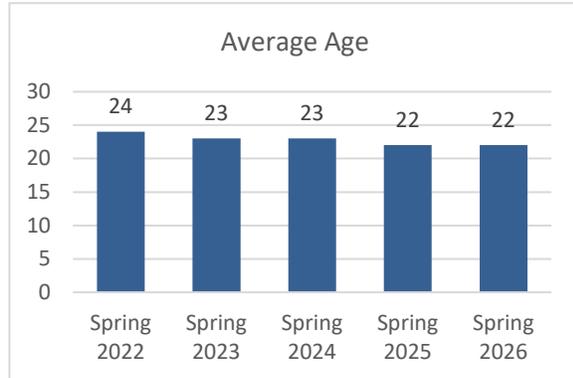
This report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at Rock Valley College (RVC) in the Spring 2026 term. The report is divided into five sections – a Quick Facts page, overall student profile, new student profile, first-time student profile, and group comparisons. The Quick Facts page provides a visual brief of multiyear comparison and term data. The additional sections are designed to provide detailed demographic information for full-time and part-time students.

Data to produce this Student Profile report are captured with compliance submissions made to the Illinois Community College Board (ICCB), specifically, A1 (Annual Enrollment) and 14th Day Census Enrollment for Spring. Student profile data pull ASCE credit students from these more general submissions and are used to develop this student profile report.

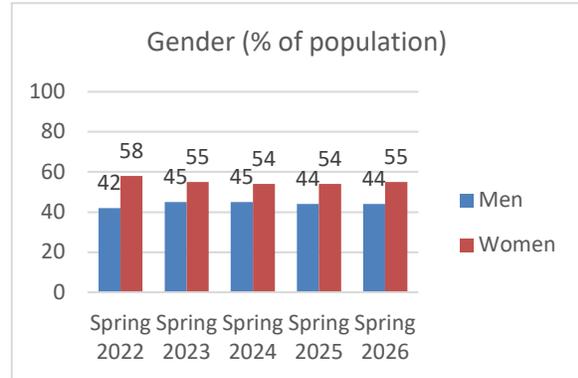
## Quick Facts – Multiyear Comparisons of Key Demographics

The unduplicated headcount for Spring 2026 is 6,345 students.

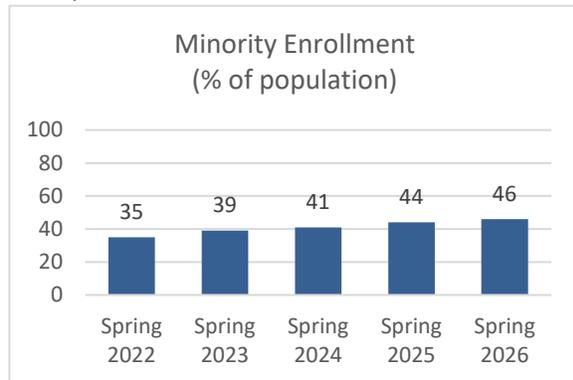
The average student age has declined over the last five springs.



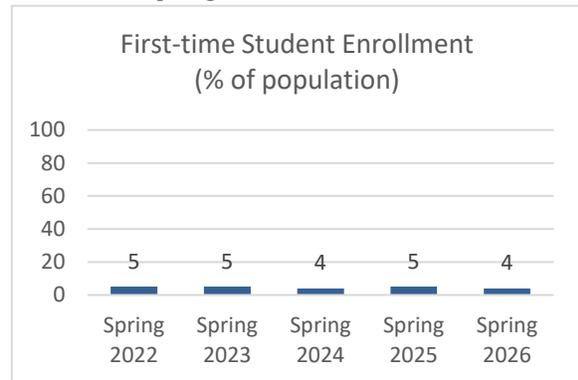
Most students identify as women.



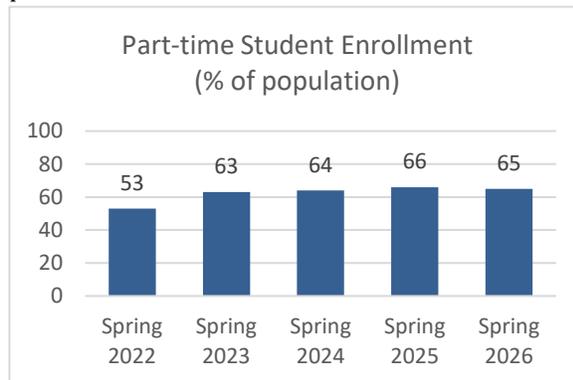
The percentage of students identifying as racial/ethnic minorities has increased.



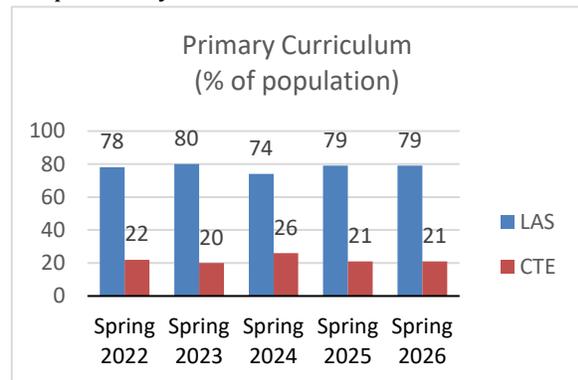
Only 4% of students are considered first-time students in Spring 2026.



Most students are enrolled part time (enrolled in less than 12 credit hours), and the percentage of part-time students has increased since 2022.



Most students have a primary curriculum in Liberal Arts & Sciences, the percentage has no increase from the previous year.



## Overall Students

Tables 1 through 6 summarize the age, gender, highest degree earned, race and ethnicity, residency status, and primary curriculum of all students enrolled in Arts, Sciences, and Career Education courses as of the Spring 2026 enrollment census. Table cells with less than 30 students are marked with asterisks to preserve anonymity.

Data from Quick Facts and tables within this section indicate that most students enrolled in Spring 2026 are traditional age (78.3%), women (54.9%), White (50.8%), in-district (95.1%), continuing (56.4%), enrolled part time (65.5%), enrolled in a Liberal Arts and Sciences (i.e., transfer) curriculum (78.6%), and have a high school diploma or GED as their highest degree earned (55.4%).

*Table 1: Student Age*

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	1,863	3,108	4,971	78.3%
Non-traditional (25 and over)	328	1,046	1,374	21.7%

*Table 2: Student Gender*

	Full-time Students	Part-time Students	Total	Percent
Men	1,007	1,758	2,765	43.6%
Women	1,157	2,324	3,481	54.9%
Another Gender	*	*	*	0.1%
Unknown	*	*	91	1.4%

*Table 3: Highest Level of Education*

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	*	*	*	0.3%
College: less than bachelor's degree	*	*	131	2.1%
High school diploma or GED	1,428	2,087	3,515	55.4%
None	735	1,934	2,669	42.1%
Other	*	*	*	0.2%

Table 4: Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	81	141	222	3.5%
American Indian or Alaska Native	*	*	*	0.2%
Black or African American	155	448	603	9.5%
Hispanic or Latino	568	1,201	1,769	27.9%
Native Hawaiian or Other Pacific Islander	*	*	*	0.1%
White	1,200	2,022	3,222	50.8%
Two or more races	90	203	293	4.6%
Non-resident Alien	*	*	*	0.4%
Unknown or choose to not respond	68	124	192	3.0%

Table 5: Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	2,050	3,983	6,033	95.1%
Out-of-district or out-of-state	71	162	233	3.7%
Reciprocal agreements and chargebacks	*	*	79	1.2%

Table 6: Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	1,706	3,283	4,989	78.6%
Career Education	489	853	1,342	21.2%

Table 7 provides information about student class level. Most students are classified as freshmen (37.8% have completed fewer than 30 semester hours) or sophomores (32.1% have completed 30 or more semester hours). An additional 29.0% of students are enrolled in high school, taking RVC courses as dual credit or dual enrollment.

Table 7: Overall Enrollment by Student Level Classification

	Full-time Students	Part-time Students	Total	Percent
High School	270	1,568	1,838	29.0%
Freshmen	1,035	1,361	2,396	37.8%
Sophomores	875	1,162	2,037	32.1%
Unclassified	*	*	74	1.2%
TOTAL	2,191	4,154	6,345	100%

Table 8 provides information about enrollment status for Spring 2026 and the previous four spring semesters. Most students currently enrolled are continuing students (56.4%), meaning they were previously enrolled in Fall 2025. Twenty-nine percent (29.0%) of students are also enrolled in high school, 6.2% are new (first-time, transfer, or pre-college), and 7.6% are returning, meaning they have attended RVC before but not during the most recent term.

Table 8: Enrollment Status (Spring 2022 – Spring 2026)

	Spring 2022	Spring 2023	Spring 2024	Spring 2025	Spring 2026
First time students in college-level work	221	264	251	307	257
<i>First time students in college-level work as a percentage of total</i>	5.5%	4.9%	4.5%	4.9%	4.1%
New transfer students	50	110	109	109	120
<i>New transfer students as a percentage of total</i>	1.2%	2.0%	1.9%	1.7%	1.9%
New pre-college students	*	*	*	*	*
<i>New pre-college students as a percentage of total</i>	0.1%	0.5%	0.2%	0.1%	0.2%
Continuing	2,868	3,167	3,271	3,416	3,577
<i>Continuing students as a percentage of total</i>	70.3%	58.7%	58.1%	54.5%	56.4%
Returning	441	472	487	480	485
<i>Returning students as a percentage of total</i>	10.9%	8.7%	8.7%	7.7%	7.6%
High school students	351	1,249	1,412	1,880	1,838
<i>High school students as a percentage of total</i>	8.7%	23.1%	25.1%	30.0%	29.0%
Students with degrees beyond associates	120	107	87	68	55
<i>Students with degrees beyond associates as a percentage of total</i>	3.0%	2.0%	1.5%	1.1%	0.9%
TOTAL	4,055	5,396	5,628	6,269	6,345

## New Students

New students include first-time students, new pre-college students, and transfer students. A first-time student is new to higher education, having never been enrolled in college-level classes before and now enrolled with more than 50 percent of their coursework at the college level. A new pre-college student is also new to higher education but with 50 percent or more of their coursework in adult education or developmental classes. A transfer student is a student entering RVC for the first time having earned credit at another institution of higher education.

Table 8 indicates that 390 (6.1%) of students enrolled for Spring 2026 are new. Tables 9 through 14 indicate that most new students are traditional age (70.3%), women (51.5%) and live in the RVC district (86.2%). These students also tend to be enrolled part time (60.5%) and have a high school diploma or GED as their highest level of education (91.5%). Most new students are enrolled in transfer programs (70.3%). The largest racial/ethnic group is White (46.2%), followed by Hispanic (26.9%).

*Table 9: New Student Age*

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	113	161	274	70.3%
Non-traditional (25 and over)	41	75	116	29.7%

*Table 10: New Student Gender*

	Full-time Students	Part-time Students	Total	Percent
Men	86	97	183	46.9%
Women	66	135	201	51.5%
Another Gender	*	*	*	0.5%
Unknown	*	*	*	1.0%

*Table 11: New Student Highest Level of Education*

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	0	0	0	0.0%
College: less than bachelor's degree	*	*	*	0.8%
High school diploma or GED	142	215	357	91.5%
None	*	*	30	7.7%
Other	0	0	0	0.0%

Table 12: New Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	*	*	*	4.4%
American Indian or Alaska Native	*	*	*	0.3%
Black or African American	*	*	60	15.4%
Hispanic or Latino	38	67	105	26.9%
Native Hawaiian or Other Pacific Islander	0	0	0	0.0%
White	81	99	180	46.1%
Non-resident Alien	0	0	0	0.0%
Two or more races	*	*	*	4.1%
Unknown or choose to not respond	*	*	*	2.8%

Table 13: New Student Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	127	209	336	86.2%
Out-of-district or out-of-state	*	*	41	10.5%
Reciprocal agreements and chargebacks	*	*	*	3.3%

Table 14: New Student Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	103	171	274	70.3%
Career Education	51	65	116	29.7%

### First-time College-level Students

In Spring 2026, 257 students are classified as first-time, which is 4.1% of total enrollment. Tables 15 through 20 indicate that most first-time students are part time (58.4%), traditional age (76.3%), women (50.2%), and live in the RVC district (88.7%). These students also tend to have a high school diploma or GED as their highest level of education (89.5%) and tend to be enrolled in transfer programs (67.3%). The largest racial or ethnic group is White (45.9%) followed by Hispanic (28.4%).

Table 15: First-time Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	86	110	196	76.3%
Non-traditional (25 and over)	*	*	61	23.7%

Table 16: First-time Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	57	67	124	48.2%
Women	49	80	129	50.2%
Another Gender	*	*	*	0.4%
Unknown	*	*	*	1.2%

Table 17: First-time Student Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	0	0	0	0.0%
College: less than bachelor's degree	0	0	0	0.0%
High school diploma or GED	98	132	230	89.5%
None	*	*	*	10.5%
Other	0	0	0	0.0%

Table 18: First-time Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	*	*	*	3.9%
American Indian or Alaska Native	*	*	*	0.4%
Black or African American	*	*	35	13.6%
Hispanic or Latino	*	*	73	28.4%
Native Hawaiian or Other Pacific Islander	0	0	0	0.0%
White	58	60	118	45.9%
Non-resident Alien	*	*	*	4.7%
Two or more races	0	0	0	0.0%
Unknown or choose to not respond	*	*	*	3.1%

Table 19: First-time Student Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	90	138	228	88.7%
Out-of-district or out-of-state	*	*	*	8.6%
Reciprocal agreements and chargebacks	*	*	*	2.7%

Table 20: First-time Student Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	74	99	173	67.3%
Career Education	33	51	84	32.7%

## Group Comparisons

Tables 21 through 26 show demographic characteristics of the overall group of students enrolled as compared to those of new and first-time students.

Table 21: Group Comparison - Age

	Overall	New	First Time
Traditional (24 and under)	78.3%	70.3%	76.3%
Non-traditional (25 and over)	21.7%	29.7%	23.7%
Average Age	22.1	24.1	22.6

Most students in all three groups are traditional age. However, the percentage of traditional age students in the overall group (78.3%) is larger than that of the first-time student group (76.3%) and the new student group (70.3%).

Table 22: Group Comparison - Gender

	Overall	New	First Time
Men	43.6%	46.9%	48.2%
Women	54.9%	51.5%	50.2%
Another Gender	0.1%	0.5%	0.4%
Unknown	1.4%	1.0%	1.2%

Overall, more students are women (54.9%) than men (43.6%). This pattern is also true for new students (51.5% women) and first-time students (50.2% women).

Table 23: Group Comparison - Race/Ethnicity

	Overall	New	First Time
Asian	3.5%	4.4%	3.9%
American Indian or Alaska Native	0.2%	0.3%	0.4%
Black or African American	9.5%	15.4%	13.6%
Hispanic or Latino	27.9%	26.9%	28.4%
Native Hawaiian or Other Pacific Islander	0.1%	0.0%	0.0%
White	50.8%	46.2%	45.9%
Two or more races	4.6%	4.1%	4.7%
Non-resident Alien	0.4%	0.0%	0.0%
Unknown or choose to not respond	3.0%	2.8%	3.1%

Racial and ethnic minority groups are better represented among first-time students (51.0%) and new students (51.1%) than within the overall student population (45.8%).

Table 24: Group Comparison - Highest Level of Education

	Overall	New	First Time
College: bachelor's degree or more	0.3%	0.0%	0.0%
College: less than bachelor's degree	2.1%	0.8%	0.0%
High school diploma or GED	55.4%	91.5%	89.5%
None	42.1%	7.7%	10.5%
Other	0.2%	0.0%	0.0%

Most students in all three groups have a high school diploma or GED as the highest level of education previously completed.

Table 25: Group Comparison - Residency Status

	Overall	New	First Time
In-district	95.1%	86.2%	88.7%
Out-of-district or out-of-state	3.7%	10.5%	8.6%
Reciprocal agreements and chargebacks	1.2%	3.3%	2.7%

Overall, most students have in-district residency (95.1%). New students (10.5%) and first-time students (8.6%) are more likely than the overall student group (3.7%) to live out-of-district.

Table 26: Group Comparison - Primary Curriculum

	Overall	New	First Time
Arts & Sciences (Transfer)	79.0%	70.3%	67.3%
Career Education	21.0%	29.7%	32.7%

Arts and Sciences (i.e., transfer) is the primary curriculum for all three student groups. First-time students (32.7%) and new students (29.7%) are more likely to be enrolled in career education than the overall student population (21.0%).

## Data Brief: Program Investment Report

Board of Trustees Committee of the Whole – March 10, 2026

### Background

Rock Valley College has invested in several facilities and partnerships. This data brief examines enrollment trends for the programs housed in these facilities and associated with these partnerships. Although enrollment is impacted by several variables (e.g., program capacity, labor market and, in fiscal year 2021, the COVID-19 pandemic), it is one of the primary indicators of return-on-investment.

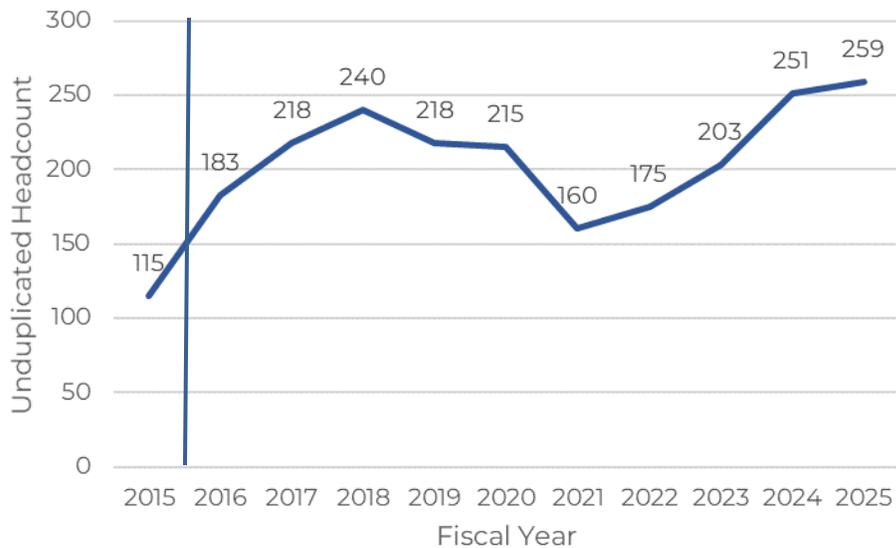
### Aviation Career Education Center

In Fall 2015, the College's Aviation Career Education Center (ACEC) opened at the Chicago-Rockford International Airport. Within three years of opening the ACEC, Aviation program enrollments grew by 109%, from 115 in FY2015 to 240 in FY2018.

In FY2021, Aviation program enrollments were impacted by the COVID-19 pandemic. While shelter-in-place orders forced classes online, the FAA continued to require face-to-face instruction. As a result, student enrollments were deferred until face-to-face instruction could resume. By FY2025, Aviation program enrollments exceeded the pre-pandemic headcount. Since opening the ACEC, Aviation enrollment has increased by 125% from 115 students in FY2015 to 259 students in FY2025.

Figure 1 shows aviation program enrollment from FY2015 through FY2025, with a vertical line indicating the opening of the ACEC.

Figure 1: Aviation Program Enrollment (FY2015-FY2025)



SOURCE: Institutional Research - Program Review Application (FY2015-FY2025)

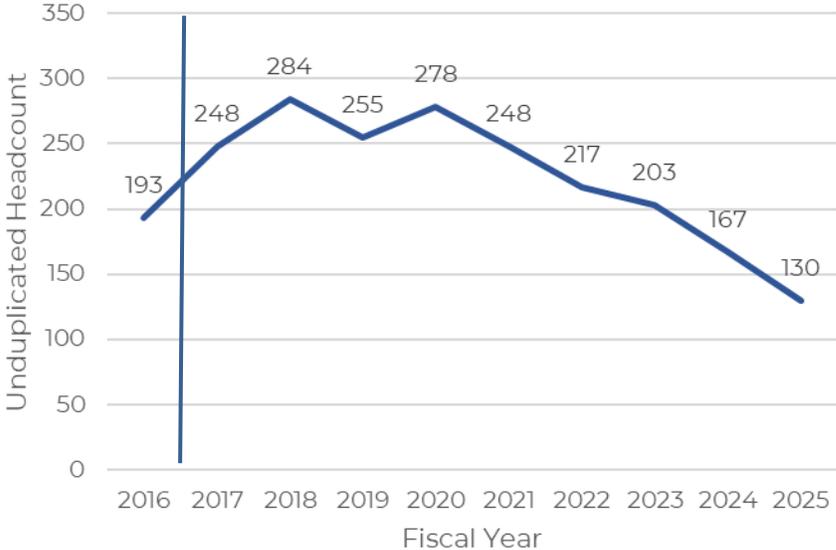
## NIU@RVC Engineering

In Fall 2016, the College reopened the renovated Woodward Technology Center (WTC) including more classroom and lab space to accommodate the NIU@RVC Engineering program. This partnership with Northern Illinois University (NIU) allows students to earn their associate degree in engineering from RVC and go on to earn a bachelor's degree in engineering from NIU all on the RVC campus.

Within four years of establishing the NIU@RVC partnership, enrollment in the Associate in Engineering Science (AES) program grew by 32%, from 193 in FY2016 to 278 in FY2020. Since then, program enrollment has declined by 53% to 130 in FY2025.

Figure 2 shows AES program enrollment from FY2016 through FY2025, with a vertical line indicating the WTC renovation.

Figure 2: Associate in Engineering Science Enrollment (FY2016-FY2025)

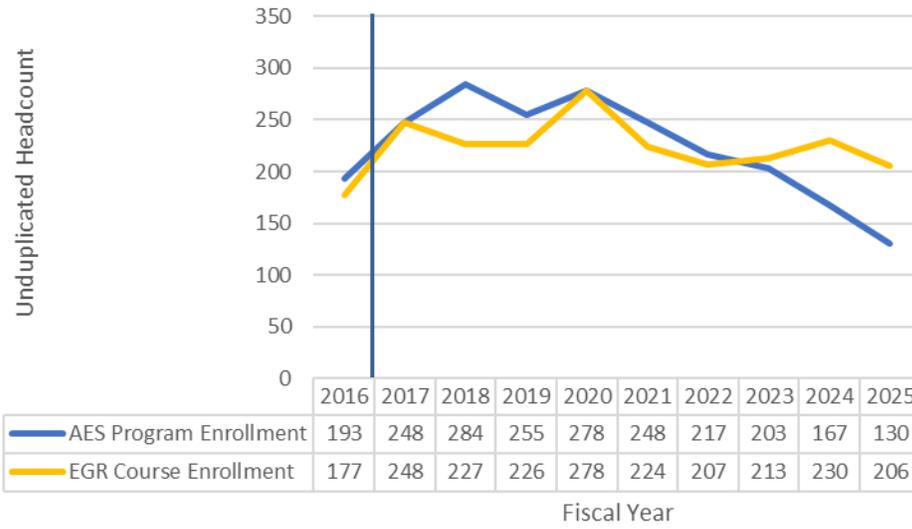


SOURCE: ICCB A1 AAG Report - Enrollment by Program and Gender

While enrollment in the AES program declined to 130 students in 2025, there were 206 unduplicated enrollments in engineering courses that same year. There are several reasons why a student would be enrolled in an engineering course without declaring the AES degree. For example, students may transfer to NIU with an Associate of Science degree if they have the appropriate prerequisites, or a student may be taking engineering courses to transfer to another four-year institution.

Figure 3 shows engineering course enrollments alongside AES program enrollments from FY2016 through FY2025, with a vertical line indicating the WTC renovation.

Figure 3: Associate in Engineering Science Program Enrollment and Engineering Course Enrollment (FY2016-FY2025)



SOURCES: ICCB A1 AAG Report - Enrollment by Program and Gender and Institutional Research - Program Review Application (FY2016-FY2025)

Table 1 shows the number of RVC students who complete the associate in engineering science program and subsequently enroll in the engineering program at NIU.

Table 1: Number of RVC engineering completers who subsequently enroll at NIU

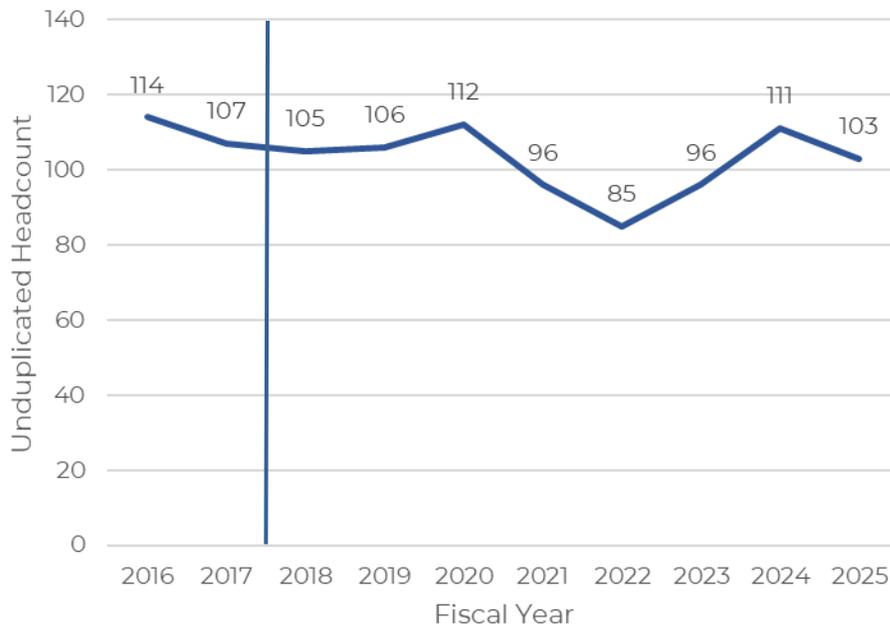
Fiscal Year	# of Associate in Engineering Science Completers	# of completers who subsequently enroll at NIU	% continuing at NIU
2019	21	12	57%
2020	27	16	59%
2021	28	22	79%
2022	32	25	78%
2023	26	17	65%
2024	28	16	57%
2025	18	11	61%

## Health Sciences Center

In July 2017, the College opened the Health Sciences Center (HSC) on main campus in partnership with OSF Saint Anthony Medical Center. The HSC houses the College’s Nursing, Health Sciences, Certified Nursing Assistant, and Fire Science programs as well as the OSF Saint Anthony College of Nursing.

Enrollment in the Associate Degree Nursing (ADN) Program does not fluctuate much due to program capacity. Declines in enrollment for FY2021 and FY2022 reflect the “empty cohort,” which did not start in Spring 2021 due to the COVID-19 pandemic. Since then, the College has resumed the practice of beginning cohorts in both the fall and spring semesters and enrollments have returned to pre-pandemic levels. Figure 4 shows ADN enrollment from FY2016 through FY2025, with a vertical line indicating the HSC opening.

Figure 4: Nursing Program Enrollment (FY2016-FY2025)

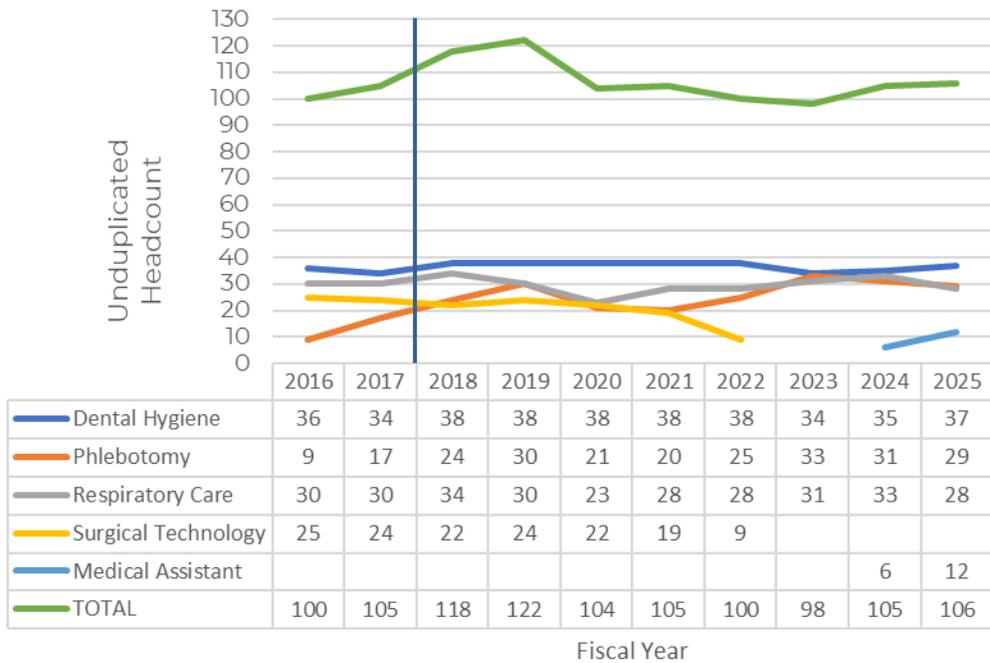


SOURCE: ICCB AI AAG Report - Enrollment by Program and Gender

Since opening the HSC, overall enrollment in Health Sciences programs and, specifically, enrollment in Dental Hygiene and Respiratory Care have remained flat. Dental Hygiene and Respiratory Care are selective programs and have enrollment caps. In FY2016, the College added a Phlebotomy program. Enrollment in this program has increased by 71% since opening the HSC. The Surgical Technology program has been phased out, and a Medical Assistant program was added in FY2024. In one year, enrollment in the Medical Assistant program doubled from 6 to 12.

Figure 5 shows Health Science enrollment from FY2016 through FY2025, with a vertical line indicating the HSC opening.

Figure 5: Health Science Program Enrollment (FY2016-FY2025)



SOURCE: Institutional Research - Program Review Application (FY2016-FY2025)

Fiscal years 2016 through 2021 saw a steady decline in Certified Nursing Assistant (CNA) enrollment. Since 2021, CNA course enrollment has increased by 71% from 194 in FY2021 to 331 in FY2025. Recent increases are partially due to WIOA funding, grant funding, and offering CNA sections for Early College students.

Figure 6 shows CNA enrollment from FY2016 through FY2025, with a vertical line indicating the HSC opening.

Figure 6: Certified Nursing Assistant Program Enrollment (FY2016-FY2025)



SOURCE: Institutional Research - Program Review Application and Enrollment Dashboard

Since opening HSC, enrollment in the Fire Science program has demonstrated an overall decline of 7%, from 141 in FY2017 to 131 in FY2025. Reasons for the decline include:

- Changes to State Fire Marshall certification standards eliminated courses for two certificates, which resulted in a loss of up to 75 seats annually.
- A FEMA grant provided funds directly to the State of Illinois, allowing fire departments to send employees there for training instead of RVC.

The last three years have seen an increase of 58% from 83 in FY2023 to 131 in FY2025.

Figure 7 shows Fire Science enrollment from FY2016 through FY2025, with a vertical line indicating the HSC opening.

Figure 7: Fire Science Program Enrollment (FY2016-FY2025)



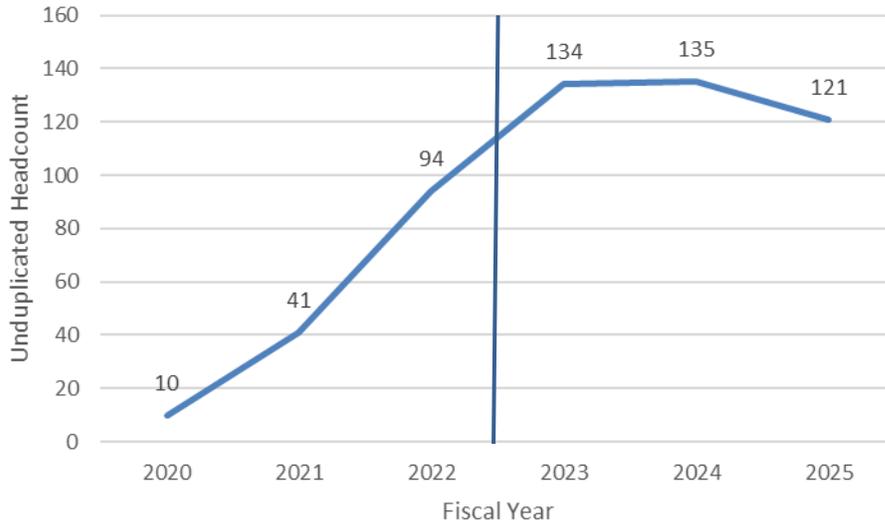
SOURCE: Institutional Research - Program Review Application

### Advanced Technology Center

In Spring 2022, the College opened the Advanced Technology Center (ATC) in Boone County. The ATC houses credit and noncredit workforce training programs. Credit programs include Mechatronics and Welding.

Since starting the Mechatronics program in FY2020, headcount enrollment has grown from 10 to 121 in FY2025. Since opening the ATC, enrollment has grown by 29%, from 94 in FY2022 to 121 in FY2025. Figure 8 shows Mechatronics enrollment by fiscal year since the program started in FY2020 with a vertical line indicating the ATC opening.

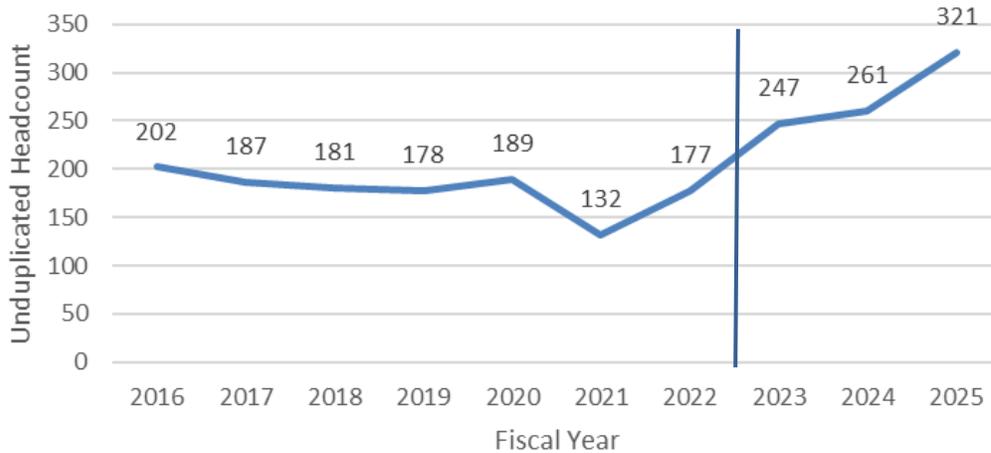
Figure 8: Mechatronics Program Enrollment (FY2020-FY2025)



SOURCE: Institutional Research - Program Review Application

Figure 9 shows Welding enrollment from FY2016 through FY2025. In FY2021, Welding enrollments were impacted by face-to-face restrictions in meeting sizes created by the COVID-19 pandemic. Since opening the ATC, welding enrollment has increased 81%, from 177 in FY2022 to 321 in FY2025.

Figure 9: Welding Program Enrollment (FY2016-FY2025)



SOURCE: Institutional Research - Program Review Application

Purchase Report-A - FY2026 Amendments

Recommendation: Board approval for items marked with an asterisk.

A. Charter Bus Services – (Participant Travel – Athletics)

Van Galder Bus Company Janesville, WI \$50,000.00\*(1) Not to Exceed

1. This increase is needed to accommodate travel for the Athletics teams when they qualify for national tournaments, as well as additional travel necessitated by the temporary baseball and softball field renovations. Van Galder Bus Company was the awarded vendor for Bid #23-08 Charter Bus Services for Athletics. This is a not to exceed.

Original approved amount \$110,000.00
Increase requested \$ 50,000.00
New total expenditure \$160,000.00 Not to Exceed

FY2026 Budgeted Expense
Original Board Report BR #8287-E

B. HVAC Upgrades – (Site improvements – PHS HVAC Upgrade)

Johnson Controls Building Solutions Rockford, IL \$10,000.00\*(2) Not to Exceed

2. On February 25, 2025, the Board approved a project to upgrade the controls for the Heating, Ventilation, and Air Conditioning (HVAC) systems utilized by RVC. The original approval for the Johnson Controls Inc. project was authorized on Board Report #8233-A for \$302,000.00 and did not include a contingency allowance. The project is nearly complete; however, the wireless thermostats in the ERC require replacement to finalize the work. The estimated cost to complete this upgrade is \$9,690.00. Therefore, this request is for a not to exceed increase of \$10,000.00 to the overall project. Johnson Controls Inc., now operating as Johnson Controls Building Solutions, remains the sole proprietor of the Metasys HVAC system utilized by RVC. This request represents a not to exceed amount.

Original approved amount \$302,000.00
Increase requested \$ 10,000.00
New total expenditure \$312,000.00 Not to Exceed

FY2026 Capital Expense
Original Board Report BR #8233-A

Howard J. Spearman, Ph.D.
President

Board Approval:
Secretary, Board of Trustees

**Purchase Report-B - FY2026 Purchases**

Recommendation: Board approval for items marked with an asterisk.

A. Downtown West Technology – (IT Capital Equipment – Downtown West Project)

<b>Government Goods Inc.</b>	<b>Brooklyn, NY</b>	<b>\$ 517,264.06*(1)</b>
Government Goods Inc.	Brooklyn, NY	\$519,308.94
Entre Computer Solutions	Machesney Park, IL	\$538,436.22
Southern Computer Warehouse	Merietta, GA	\$613,292.40
Tech Advanced Computers	Pensocola, FL	\$626,852.00
Milliard Tek LLC	Clarksburg, MD	\$646,873.40
Howard Technology Solutions	Laurel, MS	\$738,293.00

4. This expense is for the end-user computing equipment, associated peripherals and warranties, and network infrastructure components needed to outfit the new buildings at the Downtown Campus. RFP #26-01-D11 Technology for Downtown Campus originally had a submission deadline of February 25, 2026; however, the College extended the opening date to February 27, 2026, to account for nationwide shipping delays caused by heavy snowstorms. The RFP received seven (7) proposals, and Government Goods Inc. submitted the lowest responsible proposal.

FY2026 Capital Expense

B. Downtown West Landscaping – (Site Improv – Professional Serv – Downtown West Project)

<b>Semper Fi Land Inc.</b>	<b>Yorkville, IL</b>	<b>\$320,054.00*(2)</b> <b>Not to exceed</b>
----------------------------	----------------------	---

2. This expense is for landscaping services for the new Downtown Campus. The awarded vendor will furnish and install the trees and plants and will maintain the watering schedule as specified in the bid documents. This work completes the exterior site requirements for the new Downtown Campus and supports the readiness of the facilities for student and community use. Bid #26-02-D007 Landscaping for Downtown Campus received one (1) response, which was opened on February 25, 2026. Semper Fi Land Inc. submitted the lowest responsible bid. This includes the base bid, 10% contingency, and Alternate One, and it is a not to exceed.

FY2026 Capital Expense

**Purchase Report-B - FY2026 Purchases**

C. Downtown West Furniture – (Capital Instr Equip/Furniture – Downtown West Project)

<b>Atmosphere Commercial Interiors</b>	<b>Rockford, IL</b>	<b>\$607,805.34*(3)</b>
		<b>Not to exceed</b>

3. This expense is for the office, classroom, lab, and lounge furniture needed to outfit the new Downtown West campus. Atmosphere Commercial Interiors (ACI) is the sole-source provider for the College’s standard office furniture, and using the College’s standard at the new campus will ensure consistency across locations. ACI is complying with the College’s Responsible Bidder Ordinance for the furniture installation. This includes a 10% contingency and is a not to exceed.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)  
Exemption L: Contracts for goods or services which are economically procurable from only one source*

FY2026 Capital Expense

D. Stage Equipment – (Capital Rock Valley College Foundation Grant – Theatre Program)

<b>Creative Conners</b>	<b>Cranston, RI</b>	<b>\$ 43,025.00*(4)</b>
-------------------------	---------------------	-------------------------

4. This expense is for a Revolver-Apprentice 5hp turntable friction-drive machine and related equipment for Starlight Theatre. The system provides automated rotation for stage productions and will enhance stage and scene design capabilities. It delivers integrated safety features, supports industry-standard scenic elements, and expands Starlight Theatre’s ability to support dynamic production needs. Creative Conners is the sole-source manufacturer and vendor for this stage automation system. This purchase will use program funds provided through the Rock Valley College Foundation.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)  
Exemption L: Contracts for goods or services which are economically procurable from only one source*

FY2026 Budgeted Expense

Purchase Report-B - FY2026 Purchases

E. Used Aircraft – (Capital Instructional Equipment – Aviation)

TBD

TBD, TBD

\$ 91,000.00\*(5)

Not to exceed

5. This request is for a multi-engine piston aircraft, such as a Cessna or Piper, to replace the current instructional aircraft. Students in the Aviation Program have been learning in a Cessna 210 for more than 30 years, and the aircraft is becoming less effective as a training tool due to wear and tear from long-term, repeated disassembly and assembly. The replacement aircraft would be a similar twin-engine piston airplane, prioritizing the capability for hands-on instructional use in aircraft maintenance training. This purchase is being requested as a to-be-determined vendor and not-to-exceed cost because this type of used aircraft has limited availability, sells quickly, and varies widely in year, make, model, and location. The specific aircraft will be identified from market availability after Board approval of the expense. This is a not to exceed.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)*

*Exemption I: Purchases of equipment previously owned by some other entity other than the district itself*

FY2026 Budgeted Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
February 28, 2026

	<u>Month End Balance</u>										
<u>Operating Cash Accounts</u>											
UMB Bank	5,739,856										
PTMA Operating Cash	9,783,012										
Petty Cash	3,774										
ISDLAF*	1,795,993										
Total Operating Cash:	17,322,635										
<u>Operating Investments Accounts</u>											
PTMA Operating	44,754										
ISDLAF*	646,854										
CD's and CDARS	68,071,433										
Treasuries	7,162,227										
ISDLAF Term Series	6,500,000										
Total Operating Investments:	82,425,268										
<b>Total Operating Cash &amp; Investments:</b>	<b>99,747,903</b>										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>Total Operating Cash and Investments on January 31, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>103,628,934</b></td> </tr> <tr> <td><b>Total Operating Cash and Investments on February 28, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>99,747,903</b></td> </tr> <tr> <td><b>Total Operating Cash and Investments on February 28, 2025</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>97,793,062</b></td> </tr> <tr> <td><b>% of Operating Budget</b></td> <td style="text-align: right;"><b>92.84%</b></td> </tr> <tr> <td><b>Change in Operating Cash and Investments since January 31, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>(3,881,031)</b></td> </tr> </table>		<b>Total Operating Cash and Investments on January 31, 2026</b>	<b>103,628,934</b>	<b>Total Operating Cash and Investments on February 28, 2026</b>	<b>99,747,903</b>	<b>Total Operating Cash and Investments on February 28, 2025</b>	<b>97,793,062</b>	<b>% of Operating Budget</b>	<b>92.84%</b>	<b>Change in Operating Cash and Investments since January 31, 2026</b>	<b>(3,881,031)</b>
<b>Total Operating Cash and Investments on January 31, 2026</b>	<b>103,628,934</b>										
<b>Total Operating Cash and Investments on February 28, 2026</b>	<b>99,747,903</b>										
<b>Total Operating Cash and Investments on February 28, 2025</b>	<b>97,793,062</b>										
<b>% of Operating Budget</b>	<b>92.84%</b>										
<b>Change in Operating Cash and Investments since January 31, 2026</b>	<b>(3,881,031)</b>										

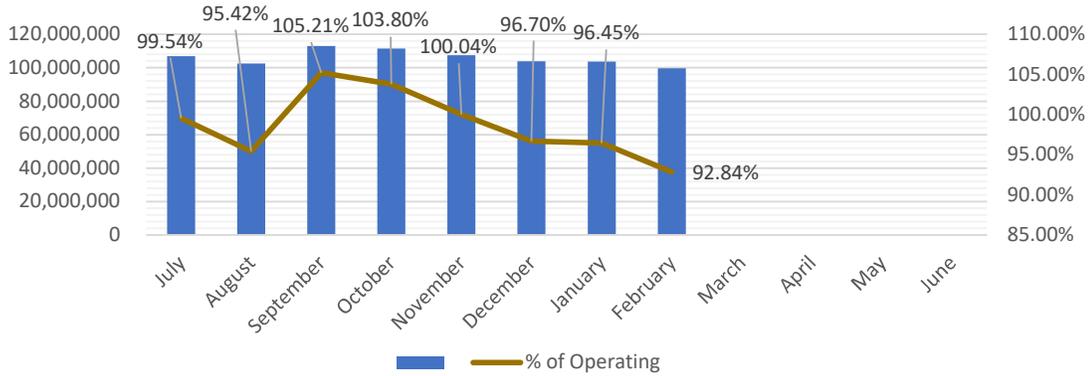
*\*Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>						
<u>Working Cash Accounts</u>							
ISDLAF*	612,105						
Total Working Fund Cash:	612,105						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>Total Working Cash Funds on January 31, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>610,423</b></td> </tr> <tr> <td><b>Total Working Cash Funds on February 28, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>612,105</b></td> </tr> <tr> <td><b>Change in Working Cash Funds since January 31, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>1,682</b></td> </tr> </table>		<b>Total Working Cash Funds on January 31, 2026</b>	<b>610,423</b>	<b>Total Working Cash Funds on February 28, 2026</b>	<b>612,105</b>	<b>Change in Working Cash Funds since January 31, 2026</b>	<b>1,682</b>
<b>Total Working Cash Funds on January 31, 2026</b>	<b>610,423</b>						
<b>Total Working Cash Funds on February 28, 2026</b>	<b>612,105</b>						
<b>Change in Working Cash Funds since January 31, 2026</b>	<b>1,682</b>						

*\*Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>						
<u>Capital Funds</u>							
Debt Service	840,193						
Life Safety	4,714,923						
CDB Escrow	28,330,387						
Building Funds	33,496,054						
Total Capital Funds:	67,381,557						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>Total Capital Funds on January 31, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>65,476,101</b></td> </tr> <tr> <td><b>Total Capital Funds on February 28, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>67,381,557</b></td> </tr> <tr> <td><b>Change in Capital Funds since January 31, 2026</b></td> <td style="text-align: right; border-bottom: 1px solid black;"><b>1,905,456</b></td> </tr> </table>		<b>Total Capital Funds on January 31, 2026</b>	<b>65,476,101</b>	<b>Total Capital Funds on February 28, 2026</b>	<b>67,381,557</b>	<b>Change in Capital Funds since January 31, 2026</b>	<b>1,905,456</b>
<b>Total Capital Funds on January 31, 2026</b>	<b>65,476,101</b>						
<b>Total Capital Funds on February 28, 2026</b>	<b>67,381,557</b>						
<b>Change in Capital Funds since January 31, 2026</b>	<b>1,905,456</b>						

### Operating Cash Balance and % Coverage of FY'26 Operating Budget



Month / Year	Cash & Investments	Capital	Total
February 2026	99,747,903	67,381,557	167,129,460
February 2025	93,595,008	23,564,036	117,159,044
January 2026	103,628,934	65,476,101	169,105,035
January 2025	97,793,062	23,489,305	121,282,367
December 2025	103,898,449	71,437,423	175,335,872
December 2024	97,836,468	22,888,518	120,724,986
November 2025	107,480,877	84,592,278	192,073,156
November 2024	86,593,948	34,956,285	121,550,233
October 2025	111,518,636	85,833,801	197,352,438
October 2024	86,909,426	36,439,132	123,348,557
September 2025	113,034,422	89,501,970	202,536,392
September 2024	88,096,984	36,073,771	124,170,755
August 2025	102,521,697	84,522,519	187,044,216
August 2024	81,392,300	31,630,251	113,022,551
July 2025	106,278,443	82,185,396	188,463,840
July 2024	94,170,928	18,966,575	113,137,503
June 2025	106,950,507	80,801,115	187,751,622
June 2024	95,190,321	18,733,561	113,923,882
May 2025	103,733,777	73,618,424	177,352,201
May 2024	87,363,344	13,008,319	100,371,663
April 2025	99,245,776	70,778,111	170,023,887
April 2024	86,332,941	12,124,823	98,457,764
March 2025	95,499,192	23,655,986	119,155,178
March 2024	86,836,088	12,144,016	98,980,104
February 2025	93,595,008	23,564,036	117,159,044
February 2024	88,191,264	12,055,291	100,246,555



# **ROCK VALLEY COLLEGE BOARD POLICY MANUAL ARTICLE 3: HUMAN RESOURCES REVIEW**

March 10, 2026

Dr. Terrica Huntley, Vice President of Human Resources  
Board of Trustees Committee of the Whole

# ABOUT RVC

Rock Valley College is a comprehensive two-year community college in Rockford, Illinois, offering more than 100 courses for transfer, career programs, and certificates.

## MISSION STATEMENT

Rock Valley College empowers students and the community through lifelong learning.

## VISION STATEMENT

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

# THE FOUR PILLARS

Rock Valley College is guided by its 2022-2027 Strategic Plan, which contains four strategic plan pillars.



# PROCESS OVERVIEW

1. Robbins Schwartz attorneys perform an initial review to ensure that all policies comply with current legal standards.
2. The Assistant to the President and the Vice President of Human Resources will review the amended document to ensure institutional congruity in consultation with appropriate leaders from respective functional areas.
3. *(New) Trustees will receive a video explanation of the policy changes in advance of the meeting.*
4. Recommended Changes are presented to the Board of Trustees for a first reading. Board members will receive both a redlined version of the article with proposed changes and a clean version with changes applied for ease of comparison.
5. Trustees are encouraged to provide their feedback, questions, and comments to the Office of the President to ensure all facets of the college are in alignment.
6. If there are no lingering concerns, a second reading is presented to the Board of Trustees for review prior to voting on applicable changes.
7. Any existing/continuing concerns or changes will be reviewed by all parties prior to final Board approval.
8. If approved, Human Resources and Marketing and Communications work together to update the article of the Board Policy Manual on the College's website.

# EXECUTIVE SUMMARY

- Article 3-Human Resources of the Rock Valley College Board Policy Manual addresses operations of the College.
- Many of the policies are being updated in conjunction with legal acts, employment statutes, enforcement policies, and ICCB guidelines for fair labor practices, general guidelines for employment at the College, and benefits and compensation allocation. In this section, we focused on confirming the following in each policy:
  - Congruent board report numbers
  - Usage of titles and descriptors that align with functions of the College
  - Implementation of programs/committees/initiatives/plans to support Board Policy and relevant acts and legal guidelines
  - The requirement of procedural manuals and administrative procedures is mentioned in Board Policy
  - Consistent messaging in the Employee Handbook and Collective Bargaining Agreements
- Deletion of three policies from Article 3 Human Resources that were moved to Article 2 Operations, and deletion of two policies (based on guidance from Robbins Schwartz) that apply to the entire campus community (employees, students, volunteers, contractors)

# ARTICLE 3 BOARD POLICIES REQUIRING ADMINISTRATIVE PROCEDURES/ GUIDELINES/PLANS

- 3:10.010 - Equal Employment Opportunity
- 3:10.030 - Access to Personnel Files
- 3:10.050 - Employee Code of Ethics
- 3:10.070 - Violence and Disruptive Behavior
- 3:10.080 - Oral English Proficiency
- 3:10.090 - Personnel Reports
- 3:10.100 - Whistleblower
- 3:10.120 - Conflict of Interest
- 3:10.160 - Remote Work
- 3:20.010 - Job Posting and Hiring
- 3:20.030 - Criminal Background Investigation
- 3:20.040 - Recruiting and Relocation Expense Reimbursements
- 3:20.050 - Workers Compensation
- 3:20.070 - Employee Discipline

# **ARTICLE 3 BOARD POLICIES REQUIRING ADMINISTRATIVE PROCEDURES/ GUIDELINES/PLANS (CONT.)**

- 3:20.100 - Physical Examinations and Fitness for Duty
- 3:20.110 - Independent Contractors
- 3:20.120 - Changes in Job Titles and Organizational Restructuring
- 3:20.130 - Separation of Employment
- 3:20.150 - Employee Recognition (Two Administrative Procedures)
- 3:30.010 - Health and Life Insurance
- 3:30.020 - Health Insurance Portability and Accountability Act (HIPAA)
- 3:30.030 - Insurance Coverage for Full-Time Faculty Members who Retire or Resign
- 3:30.040 – Vacation (Two Administrative Procedures)
- 3:30.060 – Tuition Assistance (Two Administrative Procedures)
- 3:30.070 – College-Sponsored Trainings, Seminars, and Workshops
- 3:30.080 - Jury Duty/ Compulsory Witness
- 3:30.090 - Family and Medical Leave
- 3:30.100 - Military Leave

# ARTICLE 3 BOARD POLICIES REQUIRING ADMINISTRATIVE PROCEDURES/ GUIDELINES/PLANS (CONT.)

- 3:30.110 - Victims Economic Security and Safety Act (VESSA)
- 3:30.120 - Special Leave of Absence for Full-Time Employees
- 3:30.130 - Leave for In-Service Training and Workshops
- 3:30.150 - Bereavement Leave
- 3:40.010 - Compensation Philosophy
- 3:40.020 - Salary Program (8 Administrative Procedures)
- 3:40.030 - Employees Serving as Instructors Arts and Sciences/Career Education (AS/CE)
- 3:40.040 - Temporary Employees
- 3:40.060 - Overtime/Compensatory Time

# RECOMMENDATIONS FOR POLICY DELETIONS

## Policies Approved to move to Article 2: Operations:

- 3:10.020 - Prohibiting Sex Based Misconduct (new 2:10.035)
- 3:10.070 - Violence and Disruptive Behavior (new 2:20.015)
- 3:10.270 - Service and Other Animals Policy (new 2:20.120)

## Policies Recommended to be deleted from Article 3: Human Resources:

- 3:10.060 - Corporal Punishment
- 3:20.080 - Problem Resolution Policy for Educational Support Personnel (ESP) and Professional Staff Association (PSA)

# NEXT STEPS:

1. Conduct primary and secondary readings at the March and April 2026 Board meetings of the Board Policy Manual Article 3 - Human Resources.
2. Apply and present any requested changes from Board members for discussion.
3. Present to Trustees for final approval.
4. Communicate and highlight the presence of updated Board Policies and Administrative Procedures to the College campus for Article 3 - Human Resources.
5. Begin reviewing Board Policy Article 4-Students with appropriate RVC Cabinet Members and Leaders to ensure institutional congruence.

# **NOTABLE CHANGES FOR EXISTING POLICIES IN ARTICLE 3**

# 3:10.010- EQUAL EMPLOYMENT OPPORTUNITY NOTABLE CHANGES

- Inclusion of Illinois Human Rights Act language
- Addition of equal employment protections for employees who are pregnant
- Connection of this policy with Board Policy 2:10.095 Non Discrimination and Anti Harassment
- Prohibition of retaliation against anyone filing discrimination claim

## Rock Valley College

### RVC Board Policy 3:10.010

#### Equal Employment ~~Opportunity~~ Opportunity

It is the policy of Rock Valley College to provide equal opportunity in ~~all its admissions, employment decisions, and educational programs and activities~~ consistent with federal and state law. Discrimination is ~~thus~~ prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, ~~work authorization status~~, sex, age, physical or mental disability, marital status, order of protection status, ~~protected characteristics consistent with the Illinois Human Rights Act sexual orientation, gender-related identity (including gender expression and gender questioning), pregnancy, actual or perceived decisions regarding reproductive health, family responsibilities, veteran-military 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 ~~employment 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 Rock Valley College 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~~ [see Board Policy 2:10.095] in the workplace should bring these concerns to the attention of the Human Resource 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~~. ~~In addition, retaliation against any person for making a report of or participating in an investigation regarding unlawful discrimination is strictly prohibited.~~

Reference: Board Report 6977  
Implemented: February 27, 2013  
Revised: April 8, 2014

RVC is an equal opportunity educator and employer.

1 Terrica Huntley  
Do we need to keep discrimination in this policy as we will be suggesting a new "Non-Discrimination and Anti-Harassment" policy.

Jordan Uphardt  
We recommend cross-referencing to the new policy rather than deleting—it is not duplicative since this applies to equal employment opportunities.

# 3:10.030- ACCESS TO PERSONNEL FILES NOTABLE CHANGES

- Updated language to Illinois Acts related to Personnel Files
- Inclusion of cross reference with applicable Collective Bargaining Agreements

**Rock Valley College**

**RVC Board Policy 3:10.030**

**Access to Personnel Files**

Rock Valley College maintains a personnel file on each employee. All personnel files are maintained, disseminated, and inspected consistent with the Illinois Personnel Record Review Act, 820 ILCS 40/1 et seq., the Illinois ~~Local~~ Record Act, ~~5 ILCS 202/50~~ ILCS 205/1 et seq., and other applicable state and federal laws.

The Human Resources department will make all reasonable efforts to coordinate a reasonable time for employees to examine items in their own personnel file within three (3) working days with accordance with applicable law, and/or the collective bargaining agreement in three seven (7) working days of receipt of the upon receipt of the employee's written request to the Vice President of Human Resources, ~~Chief Human Resources Officer~~ or designee.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report(s) 6478, AR 314, 8031 (Amended)  
**Implemented:** November 27, 2007  
**Revised:** April 8, 2014; April 25, 2023

RVC is an equal opportunity educator and employer.

**A1 Allison Taylor**  
Robin Schwartz recommended using exact language from the Illinois Personnel Record Review Act. The College will maintain the standard of 3 working days per Board Report 8031.

# 3:10.050- EMPLOYEE CODE OF ETHICS NOTABLE CHANGES

- Connection to Board Policy 1:10.010 Section 6 Code of Ethics

## 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~~The 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 ~~C~~college.

~~The provisions of Board Policy 1:10.010 Section 6 shall apply to all College employees.~~

Infractions ~~of the standards~~; including, but ~~are~~ not limited to, violations of the ~~C~~college's 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 ~~the College~~Rock Valley College.

**Reference:** Board Report 6122  
**Implemented:** November 25, 2003  
**Revised:** April 8, 2014

# 3:10.060- CORPORAL PUNISHMENT NOTABLE CHANGES

- Recommended for Removal. The Concept is covered in 2:20.015- Violence and Disruptive Behavior

**Rock Valley College**

**RVC Board Policy 3:10.060**

**Corporal Punishment**

~~Inlicting bodily harm upon an individual for disciplinary purposes (corporal punishment) is strictly prohibited throughout Rock Valley College.~~

~~Nothing contained in this Policy is intended to prohibit any justifiable use of reasonable force as established and interpreted by applicable law. In addition, nothing contained in this Policy is intended to affect any policy, procedure, regulation, rule or law which governs the operations and functions of the Rock Valley College Police Department or officers employed by the Department.~~

~~Reference: Board Report 4044  
Implemented: May 27, 2003  
Revised: April 8, 2014~~

RVC is an equal opportunity educator and employer.

**Allison Taylor**  
Formatted: Strikethrough

**Terrica Huntley**  
Please explain why this policy is being recommended for deletion. If someone does use bodily harm, where else are we protected in the Board Policies?

**Jordan Uphardt**  
Corporal punishment is an outdated concept, more applicable to K-12 student discipline. The concern with respect to "bodily harm" is captured in what was the below policy 3:10.070 - Violence and Disruptive Behavior, now in Article 2, since any "infliction of bodily harm" would also be considered "violence."

**Terrica Huntley**  
Violence and Disruptive Behavior is now 2:10.015

# 3:10.080- ORAL ENGLISH PROFICIENCY NOTABLE CHANGES

- Inclusion of language that gives the college the right to choose to waive oral English proficiency requirements for anyone who provides instruction in foreign language courses only.

## Rock Valley College

### RVC Board Policy 3:10.080

#### Oral English Proficiency

As required by Section 3-29.2 of the Illinois Public Community College Act, 110 ILCS 805/3-29.2, Rock Valley College will, in its hiring practices, assess the oral English proficiency of all persons providing classroom instruction to ensure that candidates can adequately communicate with their students. The College may, in its sole discretion, waive oral English proficiency requirements for any person who provides classroom instruction to students in foreign language courses only.

**Reference:** Board Report 6861  
**Implemented:** February 28, 2012  
**Revised:** April 8, 2014

Commented [TH12]: How formal is the assessment? What should the measurement be? We require a teaching demonstration for full time faculty that might assess this but we do not have the same requirement for adjunct instructors.

Is it necessary to have a similar policy for staff (non-teaching individuals) as well?

Commented [JL13R12]: Under 110 ILCS 805/3-29.2, oral English proficiency assessments are only required for individuals providing classroom instruction. The Act does not put any requirements on the nature of the assessment, only that it ensures that individuals have or attain proficiency in English prior to providing classroom instruction. Such assessment should be standardized with measurable metrics to be as objective as possible, to prevent the appearance of bias. We can assist in creating a standard document, if it would be helpful.

We recommend keeping this policy consistent with the Act, which only requires an assessment for persons providing classroom instruction. We do not recommend having a similar policy for non-teaching individuals. Employers are prohibited from requiring proficiency in English, unless proficiency is related to the position. For example, requiring a groundskeeper to speak fluent English could be considered national origin discrimination.

Commented [HU14]: RVC: This additional language mirrors the statute and may provide a helpful caveat to the policy in the event you wish to hire a foreign language teacher who is not orally proficient in English.

Commented [TH15R14]: Thank you, we accept this additional language.

RVC is an equal opportunity educator and employer.

# 3:10.090- PERSONNEL REPORTS NOTABLE CHANGES

- Removal of administration leadership as there is only one administration employee group

**Rock Valley College**  
**RVC Board Policy 3:10.090**  
**Personnel Reports**

Human Resources shall prepare and provide a Personnel Report at each regular monthly Board meeting, via a Board Report. The Personnel Report will contain all appointments, promotions, demotions, departures, lateral transfers, reclassifications, and retirements for all Rock Valley College employees who are classified as Administration, Administration Leadership, and Faculty/Teaching specialists.

At the end of each fiscal year, Human Resources shall prepare an annual report to be provided to the Board which shall contain metrics on all full-time employees working for the College, including such as total number of employees, numbers, employee demographics, promotions, demotions, departures, lateral transfers, reclassifications, retirements, and turnover rates.

**Reference:** Board Report 5542, 7583  
**Implemented:** January 26, 1998  
**Revised:** April 8, 2014, January 29, 2019

RVC is an equal opportunity educator and employer.

Commented [TH16]: We believe this redundant as Administration Leadership (VPs and Pres) are Administration as well

Commented [TH17R16]: Thank you, we accept this change.

Commented [LS18]: @RVC - Would there be any reason they would need to include other classifications of employees on this list?

# 3:10.100- WHISTLEBLOWER NOTABLE CHANGES

- Removal of “policy” from title to reduce redundancy
- Addition of Illinois state officials and employees ethics act
- Removal of language regarding investigation
- Clarification of the extent of confidentiality college will maintain

**Rock Valley College**

**RVC Board Policy 3:10.100**

**Whistleblower Policy**

Rock Valley College is committed to the highest ethical standards and conducting its operations in compliance with all federal and state laws and regulations. The purpose of this policy is to encourage all members of the College community to report allegations of internal wrongdoing and to provide assurance ~~that they will be protected from retaliation of confidentiality and anonymity for such reporting in good faith pursuant to the Illinois Whistleblower Act, 740 ILCS 174/1 et seq. and the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1B, and other applicable state and federal laws.~~

For purposes of this policy, wrongdoing may include but is not limited to:

- (1) Crimes or violations of the law or governmental regulations;
- (2) Fraud or financial irregularity;
- (3) Improper use of College funds, property or assets;
- ~~(4) Corruption, malfeasance, bribery, theft, coercion or blackmail;~~
- ~~(5) Endangering the health or safety of an individual;~~
- ~~(4)(b) Harming College property; and~~
- ~~(6)(7) Other unethical conduct.~~

~~Upon receipt of a report of wrongdoing, the College will initiate an internal investigation. The College will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action by the College, and for civil and criminal prosecution when warranted.~~

In accordance with the Illinois Whistleblower Act, neither the Board, nor employees of the College may retaliate against ~~or make threats of retaliation against~~ a whistleblower who has reasonable cause to believe that the information reported discloses a violation of a State or federal law, rule, or regulation, or for refusing to participate in an activity that they reasonably believe would result in a violation of a state or federal law, rule or regulation, ~~or who disclosing the information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding.~~

~~Confidentiality of the whistleblower's identity will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation.~~

RVC is an equal opportunity educator and employer.

**Logan Sweeney**  
 RVC - removing because this is not the intention of this Policy.

**Terrica Huntley**  
 Thank you. We accept this change.

**Rock Valley College**

**RVC Board Policy 3:10.100**

**Whistleblower Policy**

Whistleblowers who believe that they have been retaliated against may file a written complaint with the Vice President of Human Resources or the President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

**Reference: AR 314**

**Implemented: April 8, 2014**

RVC is an equal opportunity educator and employer.

# 3:10.110- DRUG AND ALCOHOL FREE WORKPLACE NOTABLE CHANGES

- Removal of “policy” from title to reduce redundancy
- Removal of step by step procedures to the administrative procedures

**Rock Valley College**

**RVC Board Policy 3:10.110**

**~~Drug- and Alcohol-Free Workplace Policy~~**

**Purpose**

Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace.

**Scope and Enforcement**

This policy applies to all employees and all applicants for employment of the College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/Chief Human Resources Officer is responsible for policy interpretation, administration, and enforcement.

**Prohibited Conduct**

The College prohibits the use, possession, distribution, sale, or manufacture of illegal drugs, cannabis (both recreational and medical) and its derivatives, controlled substances, alcohol, and unauthorized prescription drugs, which are not prescribed to the individual or are used in a way other than prescribed, in the workplace. This is prohibited on College property, including any worksite designated for the performance of work in College-owned vehicles, while on duty or while acting in an official capacity on behalf of the College, and/or while participating in any College-sponsored activities. Alcoholic beverages are prohibited on College property, in College-owned vehicles, and while participating in any College-sponsored activities unless expressly authorized by the College President, in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances. Employees are, as a condition of employment, required to abide by this policy. All employees will receive a copy of this policy and will abide by this policy as a condition of employment.

The College reserves the right to order an employee to undergo drug and/or alcohol testing as part of pre-employment screening, upon reasonable suspicion that the employee is under the influence while on duty or while acting in an official capacity on behalf of the College, or for any other reason deemed necessary by the College and permitted by applicable federal and state law.

**Inspections**

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

RVC is an equal opportunity educator and employer.

**Holly Jacobs**  
 RVC - If you do not already have such a policy elsewhere, we recommend creating a Drug-Free Schools and Communities Act Policy in addition to this Drug- and Alcohol-Free Workplace Policy. We are able to provide a sample policy if needed.

**Terrisa Huntley**  
 We are presenting the Drug Free Schools and Communities of the S&PT CDW under Article 2

**Jordan Uphardt**  
 Confirmed, thank you.

**Terrisa Huntley**  
 Where do we give out this policy? Need to add to New Hire Packet, Reference Employee Handbook and New Hire Orientation

**Jordan Uphardt**  
 Yes, typically we recommend having the employee review and sign the policy during orientation. The acknowledgement should be retained in the personnel file.

**Rock Valley College**

**RVC Board Policy 3:10.110**

A. ~~Desks, files, vehicles, equipment and other containers and property owned or leased by the College Association and which an employee is permitted to use during employment with the College Association, are and remain the property of the College Association.~~

Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property, unless otherwise allowed by the legal drug policy herein. Any such property reasonably suspected of having or holding such substances is subject to search by the College Association.

B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

In compliance with the following, the College is committed to a: Drug-Free Workplace Act of 1988, 41 U.S.C. § 810701, et seq. Safe and Drug-Free Schools and Communities Act of 1984, 20 U.S.C. § 7101, et seq. Code of Federal Regulations, 49 C.F.R. Part 40 Substance Abuse Prevention on Public Works Projects Act, 33 U.S.C. 265 (1), et seq. Right to Privacy in the Workplace Act, 33 U.S.C. 55 (1), et seq. Cannabis Regulation and Tax Act, Illinois Public Act 101-007, 110 U.S.C. 705 (1) - 1, et seq.

Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace. The purpose of this policy is to inform employees of the College's investigation, treatment and disciplinary policy relating to alcohol and drugs.

**Scope and Enforcement**

This Policy applies to all employees and all applicants for employment of Rock Valley the College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources, is responsible for policy interpretation, administration, and enforcement.

**Disciplinary Action**

Employees who test positive for drugs and/or alcohol in violation of this policy may be subject to disciplinary action, up to and including termination. Further, the College will discipline an employee up to and including termination for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the College; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing or if employee provides a false sample to the drug screening/testing facility; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if,

RVC is an equal opportunity educator and employer.

**Terrisa Huntley**  
 We noticed that association was listed multiple times in this section. Should this be replaced with college or perhaps a specific entity like the "Police Department"? (Specifically regarding who conducts the search)

**Jordan Uphardt**  
 Yes, this should be College. Thank you for catching this.

**Logan K. Sweeney**  
 RVC - please advise if you would like us to create this policy, and we will do so.

**Terrisa Huntley**  
 Yes please, we would like you to create this policy.

**Jordan Uphardt**  
 After further review, we recommend removing this reference and adding language above to clarify the definition of "unauthorized prescriptions."

**Terrisa Huntley**  
 Is it okay that this is broad, or should it specifically be the police or some "applicable authority"?

**Jordan Uphardt**  
 We recommend keeping this broad, so there is not a challenge in the event the designated person/department is unavailable. This will help avoid an issue of employees claiming they don't need to comply with someone not listed in the policy.

# 3:10.120-CONFLICT OF INTEREST NOTABLE CHANGES

- Addition of “employees” in title
- Inclusion of connection to code of ethics policy
- Inclusion of requirement to file economic interest statement

**RockValleyCollege**

## RVC Board Policy 3:10.120

### Conflict of Interest - Employees

All employees shall conduct themselves ~~and College business~~ in a manner that reflects the highest standards of ethical conduct, and in a manner that is 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 benefit 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.

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.

The College reserves the right to modify an employee's position, including job duties and responsibilities, in order to avoid a conflict of interest under this policy.

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.
1. 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.
1. Employee participates in consultation activities for a for-profit or not-for-profit business or entity or entity engaged in educational, commercial, or

RVC is an equal opportunity educator and employer.

**RockValleyCollege**

activities similar to those of the College.

The following activities are prohibited under this Policy:

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.
- ~~1.~~ 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).
- ~~1.~~ Using College stationary or letterhead in connection with outside activities, other than activities having a legitimate relationship to the performance of College business.
- ~~1.~~ 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.
- ~~1.~~ 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.
- ~~1.~~ 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.
- ~~1.~~ Using any College data or information for personal financial benefit to the employee or a member of the employee's immediate family.
- ~~1.~~ Using any College employee for any outside activity during normal work time for which he or she is receiving compensation from the College.
- ~~1.~~ 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.
- ~~1.~~ Obtaining personal financial gain from fellow employees, students, and persons doing business with the College in the course of outside employment.
- ~~1.~~ Accepting gifts, except those of nominal value (\$100.00 or less), from any person doing, or seeking to do, business with the College.
- ~~1.~~ 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

RVC is an equal opportunity educator and employer.

# 3:10.160 REMOTE WORK NOTABLE CHANGES

- Removal of “policy” from title to reduce redundancy
- Alignment with current practices of the college
- Emphasis of the college’s right to revoke approval due to performance concerns or operational reasons

## Rock Valley College

### RVC Board Policy 3:10.160

#### Remote Work Policy

**Purpose**

In compliance with the following:

- Fair Labor Standards Act
- Illinois Wage Payment and Collection Act
- Americans with Disabilities Act

Rock Valley College recognizes that certain employees may need be permitted to work at alternate work locations remotely as a regular part of their duties or for a short period of time, including without limitation to accommodate emergency situations such as temporary campus or building closures as long as the employee's performance or efficient operation of the College is not adversely affected. This policy will govern the conditions under which certain employees work at alternate remote work locations for all or part of their scheduled work week. Remote work arrangements may also will be granted by the College on a case-by-case basis at the request of an employee for a short duration or considered as a reasonable accommodation for qualifying employees.

**Scope and Enforcement**

This Policy applies to all eligible employees for employment of Rock Valley College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources, Chief Human Resources Officer is responsible for this policy's interpretation, administration, and enforcement, consistent with the College's Remote Work administrative procedures.

**Definitions**

- Alternate work locations: approved locations, other than the employee's central workplace, where official College business is performed, such as satellite campuses.
- Central workplace: an employee's place of work where the employee is normally scheduled to work.
- Remote work: performing job duties for the College at locations other than the employee's central workplace, subject to the approval described in this policy.

RVC is an equal opportunity educator and employer.

- H Holly Jacobs**  
RVC - practically speaking, do you have any employees who work 100% remotely? If not, we recommend removing any reference to an entirely remote work schedule.  
**Logan K. Sweeney**  
RVC - Far above, please ensure that this remote work policy aligns with the College's latest position.  
**Terrica Huntley**  
Thank you. We have reviewed these procedures and applicable documents.
- H Holly Jacobs**  
RVC - we recommend removing reference to granting remote work as a reasonable accommodation, as we generally do not recommend doing so, and any accommodation needs to be analyzed and granted on a case-by-case basis. We do not recommend prescriptively committing the College to this position.  
**Terrica Huntley**  
Thank you. We accept this recommendation.
- H Holly Jacobs**  
RVC - recommend reviewing these procedures to ensure they are up-to-date and accurately reflect current remote work practices.  
**Terrica Huntley**  
Thank you. We have reviewed these procedures and applicable documents.

## Rock Valley College

### Policy

Remote work is often a temporary work arrangement, and it is appropriate for only some employees and positions. No College employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions may be ineligible for remote work, while others may require remote work on a regular basis.

Supervisors will consult with the HR Department to determine a position's eligibility for remote work arrangements. For employees in eligible positions, supervisors will consult with the HR department as well as to decide whether to approve remote work for individual employees on a case-by-case basis, taking into consideration the likelihood of the employee succeeding in a remote work arrangement and the supervisor's ability to manage remote workers, among other relevant factors. The College reserves the right to revoke approval for remote work at any point because of concerns with an employee's performance or for operational reasons.

Employees who are approved to work remotely must perform essentially the same work they would perform in the central workplace in accordance with their job description, same established performance expectations, and any other agreed-upon terms and conditions of their employment. The College may require alternative timekeeping or other accountability measures as a condition of a remote work arrangement. An employee's classification, compensation, and benefits will not change for an employee upon approval for remote work.

When the College requires or permits an employee to work remotely and does not able to provide the necessary equipment, the employee may be eligible for a recurring allowance or other reimbursement to cover some portion of cell phone plan and/or internet expenses eligible expenses. The Accounts Payable Department will provide reimbursements under the conditions provided in the College's Remote Work administrative procedures.

**H Holly Jacobs**  
RVC - we recommend reviewing and updating these procedures consistent with the revisions to this policy.  
**Terrica Huntley**  
Thank you. We have reviewed and updated the administrative procedures.

**Employees are not eligible for reimbursement unless the College authorized or required the expenses and the employee submits a reimbursement request to the HR Department pursuant to these procedures.**

**Reference:** Board Report 7735  
**Implemented:** July 28, 2020  
**Revised:**

RVC is an equal opportunity educator and employer.

# 3:20.010- JOB POSTING AND HIRING NOTABLE CHANGES

- This policy was amended per recommendation of Board Chair and approved via Board Vote on August 26, 2025.

**RockValleyCollege**

**RVC Board Policy 3:20.010**

**Job Posting and Hiring**

It is the policy of Rock Valley College to employ the most qualified candidate for vacant positions. Regular full-time and continuous part-time positions will be posted upon approval to fill a vacancy. Vacant positions will be consistently advertised internally and externally to ensure that employees and other interested individuals are notified regarding employment opportunities at the College. Applications will be accepted through an electronic process. Rock Valley College is an Equal Employment Opportunity College and will comply with all applicable federal and state laws when posting and filling vacant positions.

The President shall have the authority to approve new hires and to assign employment start dates. ~~The Board shall approve the personnel report at each regular Board meeting via a Board Report.~~ Should the President determine that it is in the best interests of the College to alter the full-time or continuous part-time position counts beyond the approved budget, the Board of Trustees shall be consulted in advance of any hiring.

This Policy will be administered consistent with 110 ILCS 805/3-42 and the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 2299, 6328, AR 314, 8306, 8311

**Implemented:** September 4, 1973; April 4, 2006.

**Revised:** April 8, 2014; July 22, 2025; August 26, 2025

RVC is an equal opportunity educator and employer.

**Logan K. Sweeney**  
@RVC - per instructions of Board Chair, this policy is being amended separately.

**Terrica Huntley**  
Deletion of board approval per Board Chair and August 26<sup>th</sup> vote

# 3:20.020- EMPLOYMENT CATEGORIES

## NOTABLE CHANGES

- Updated employment categories
- Updated employment statuses
- Updated work groups or bargaining units

**Rock Valley College**  
**RVC Board Policy 3:20.020**  
**Employment Classifications Categories**

Allison Taylor  
Formatted: 5/14/2020

**Probationary Positions**  
Employees who are within the first 90 days of employment, or within 90 days after an internal transfer or promotion, are considered to be in their probationary period. The probationary period may be extended at the discretion of the Vice President of Human Resources/Chief Human Resource Officer.

**Grant Positions**  
Rock Valley College employees who perform services funded by government or other external grant agencies are considered to be employed for a period not to exceed the duration of the grant funding period. Employment ends when the funding ceases, or sooner, should the program be terminated.

**FLSA Status**  
The Fair Labor Standards Act (FLSA) is the federal regulation for employee working hours and pay standards. It determines the exempt or non-exempt status of job and overtime requirements. An employee's FLSA status describes whether that employee is classified as exempt or non-exempt.

- **Exempt:** An exempt employee is not subject to FLSA overtime requirements. These workers typically receive an annual salary that does not change based on the number of hours worked.
- **Non-exempt:** A non-exempt employee is entitled to compensation - at 1.5 times their regular pay - for the hours they work beyond the standard 40-hour workweek.

**Employment Status**

- **Full-time:** Employees who work a minimum of 40 hours per week on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.
- **Continuous Part-time:** Employees who work 25 hours per week on a continuous basis. Continuous part-time employees are eligible for the benefits programs offered by the College. These employees are not eligible for SURS insurance.
- **Part-time:** The US Department of Labor defines part-time work as 34 hours or fewer per week.
- **Temporary:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the College may employ a temporary employee for a limited time period (no more than 180 days), as referenced in Board Policy 3:40.040, Temporary Employees. Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for college-provided benefits.

RVC is an equal opportunity educator and employer.

**Rock Valley College**

**Work Group or Bargaining Units**

The following are the recognized position classifications of college personnel:

- **Adjunct:** Adjunct instructors are employed on a semester basis and can teach a maximum of 12 CHEs per fall and spring semesters, depending on the duration of their course. Adjuncts can also teach a maximum of 6 CHEs during the summer semester, depending on the duration of the course.
- **Administration (ADM):** Administrative staff are line officers of the college who manage, conduct, and administer programs, staff, and operations of the board of trustees. Examples include the president, deans, directors, and managers.
- **Educational Support Staff (ESP):** Educational Support Staff are Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll.
- **Faculty (FAC):** The terms "faculty", "faculty member", or "full-time faculty member" shall mean individuals with nine-month employment contracts who have a standard academic year instructional workload of 30 CH/CHE (refer to Section 6.2 of the Faculty CBA), librarians and any full-time faculty member hired into existing or new faculty positions.

**Library Faculty and Dental Hygiene Clinical Instructors**  
Library faculty will follow the same three-year tenured faculty process as teaching faculty. Library faculty shall be evaluated in the manner prescribed in all applicable sections of the faculty collective bargaining agreement.

- **Fraternal Order of Police (FOP):** The College recognizes the FOP Labor Council as the exclusive bargaining agent for all regularly employed full-time Police Officers, excluding the Sergeants, Part-Time Officers, Chief of Police, all other professional and non-professional employees, and any supervisory, managerial, confidential, and short-term employees as defined in Section 2 of the Illinois Education Labor Relations Act (IELRA).
- **Professional Staff Association (PSA):** According to the PSA Bylaws (Amended June 14, 2005, and Proposed changes September 8, 2020), "All full-time and continuous part-time exempt employees (excluding the employees who report directly to the President) shall be considered members of this Association."
- **Student Worker:** A student worker must not be classified as a high school student during the financial aid award period in which they are to be employed. They must be enrolled in a minimum six (6) credit hours in the fall or spring financial aid period in which they are employed; or in the case of summer, be enrolled for at least six (6) credit hours in summer terms or be enrolled in at least six (6) credit hours in the fall award period immediately following. A student worker must be authorized to work in the United States, be an International Student who entered the country under an F-1, F-2, J-1, or J-2 Visa status, have obtained work authorization from the Designated School Official and must be receiving pay exclusively through RVC institutional funds. They cannot be in default on any student loans or owing Title IV monies. They must maintain satisfactory Academic Progress, have a complete financial aid file issued, and cannot be employed by RVC. A student worker must complete or be on track to complete the annual student worker training. They can work up to 20 hours per week regardless of the academic session, and this position is not eligible for

RVC is an equal opportunity educator and employer.

# 3:20.030- CRIMINAL BACKGROUND INVESTIGATION NOTABLE CHANGES

- Added language reflecting the College's obligation to follow the Illinois Human Rights Act regarding the review of a conviction record in determining employment actions

## Rock Valley College

### RVC Board Policy 3:20.030

#### Criminal Background Investigation

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to ~~onboarding/employing~~ any individual conducting official business on behalf of the College. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources/~~Chief Human Resources Officer~~, or designee.

All criminal background investigations will be conducted by the ~~Rock Valley College~~ Human Resources ~~Department~~.

Pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-103.1, the Rock Valley College will not refuse to hire or take any other adverse employment action solely on the basis of a conviction record without first providing the individual notice and an interactive assessment of whether there is a substantial relationship between the conviction and the position, or if granting employment would involve an unreasonable risk to College property or to the safety or welfare of the College's students and employees.

**Reference:** Board Report 7989  
**Implemented:** March 24, 2009  
**Revised:** April 8, 2014, October 25, 2022

RVC is an equal opportunity educator and employer.

**1** **Terrica Huntley**  
We conduct background checks on volunteers who aren't employees of the college. Does this statement cover them?

**Jordan Liphardt**  
Yes, this statement would cover volunteers as well, since they are conducting business on behalf of the College.

**2** **Terrica Huntley**  
How do you measure substantial relationship enough in this case?

**Jordan Liphardt**  
"Substantial relationship" is language contained within the IHRA, defined as: "Whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position." For example, a conviction for embezzlement would be substantially related to a bookkeeper position. We don't recommend defining substantial relationship within the policy, as it should be at the discretion of the College on a case-by-case basis.

Additionally, the College can deny an applicant if their employment would create an unreasonable safety risk, which typically means that the applicant has a particularly severe and/or violent conviction.

# 3:20.050- WORKERS' COMPENSATION NOTABLE CHANGES

- Assignment of responsibility for Workers' Compensation Claims to the Vice President of Operations
- Receipt of documentation requesting light duty given to Human Resources and reviewed with supervisor

<p style="text-align: center;"><b>Rock Valley College</b></p> <p style="text-align: center;"><b>RVC Board Policy 3:20.050</b></p> <p><b>Workers' Compensation</b></p> <p>All paid employees of <del>the</del> <u>Rock Valley</u> College will be covered under the provisions of the Illinois Workers' Compensation Act, 820 ILCS 905/1 et seq., for all job-related injuries covered by the Act. An employee's Family and Medical Leave Act leave entitlement will be applied to any worker's compensation absence to the extent permitted by law.</p> <p><del>Workers' Compensation</del> <u>Workers' Compensation claims will be reviewed and considered by the Vice President of Operations/Chief Operations Officer or designee.</u></p> <p><del>Recommendation of a</del> <u>Assignment of light duty work, based on medical documentation, shall be provided to the Human Resources Benefits Office, and review will be at the sole discretion of the College, as determined by the Vice President of Administrative Services or designee</u> in consultation with the employee's supervisor.</p> <p>This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.</p> <p><del>Reference: AR 314</del></p> <p><del>Implemented: April 8, 2014</del> <u>March 24, 2009</u> <del>Revised: April 8, 2014</del></p>	<p>Allison Taylor Formatted: Font: Not Bold</p> <p>Allison Taylor Formatted: Font: Not Bold</p> <p style="text-align: center;">RVC is an equal opportunity educator and employer.</p>
---	---

# 3:20.060- TARDINESS AND ABSENCES NOTABLE CHANGES

- Inclusion of language that clarifies request for medical documentation if absent due to illness for 3 or more scheduled work days
- Inclusion of integration of collective bargaining agreements when applying this policy

## RockValleyCollege

### RVC Board Policy 3:20.060

#### Tardiness and Absences

Any Rock Valley College employee who is tardy or absent shall notify their immediate supervisor within ~~fifteen~~ minutes, or earlier, ~~based on departmental protocol~~, of the employee's normal starting time. In the areas where shift work is required, employees shall provide at least one hour notice to their supervisor.

Any College employee not properly reporting on ~~tardy or~~ absence may not be paid for the ~~tardy or~~ absence.

Any College employee who has been hospitalized ~~or otherwise incapacitated due to illness for any time during an absence of for~~ three or more consecutive ~~scheduled work~~ ~~days~~ must provide a ~~note from a health care provider/physician as a basis for pay for those three days, and must also provide a health care provider/physician's doctor's~~ release prior to returning to work. The release must state that the employee is, in the judgment of the ~~health care provider/doctor/physician~~, capable of returning to work as of a specified date. ~~The employee will not be allowed to return to work prior to the specified date, and the employee must return to work on the specified date or an extension of the absence is required. Extensions must be approved by the appropriate Vice President.~~

The College reserves the right to terminate employment for a history of tardiness and absence, and/or for being absent three consecutive ~~scheduled work~~ days without proper notification.

~~This Policy shall be implemented consistent with all applicable state and federal law, as well as any applicable Collective Bargaining Agreements.~~

**Reference:** Board Reports 2303, 909, 150  
**Implemented:** February 28, 2012  
**Revised:** April 8, 2014

RVC is an equal opportunity educator and employer.

Terrica Huntley [REDACTED]

Terrica Huntley  
We will leave as is

# 3:20.070- EMPLOYEE DISCIPLINE

## NOTABLE CHANGES

- Clarification of language used for disciplinary steps
- Expansion of terms of suspension with or without pay
- Clarification of right of the college to bypass steps if warranted

**RockValleyCollege**

**RVC Board Policy 3:20.070**

**Employee Discipline**

The College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. It is the intent of Rock Valley College to foster optimum performance and otherwise assist all employees in successfully accomplishing their professional responsibilities. The College's Administration will utilize administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor, an alleged violation of Board Policy, or disciplinary sanctions.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to College property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, failure to comply with prior Board or administrative directives, violation of Board Policy, or any other act committed while a College employee, which is detrimental to the general welfare and/or best interests of the College, as determined by the College.

In connection with any allegation of misconduct, the College may suspend an employee with or without pay pending the outcome of the College's investigation of the allegation. The College will notify any employee who is suspended regarding with pay of the general nature of the allegations.

Recognizing that the preferred desired outcome of disciplining any employee is positive change in the employee's performance and/or conduct, the College may utilize the following disciplinary options:

- Step 1 - ~~Oral~~ Verbal Warning
- Step 2 - Written Warning
- Step 3 - Final Written Warning and/or Written Warning and Suspension With without Pay
- Step 4 - Dismissal

The College fully reserves the right to bypass any of these steps if, in the College's sole discretion, it determines that the severity or repetitive nature of the employee's performance and/or conduct, record of previous discipline, the length of service since the last documented offense, or other circumstances warrants a more severe level of discipline, up to and including immediate dismissal.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.  
RVC is an equal opportunity educator and employer.

**RockValleyCollege**

**RVC Board Policy 3:20.070**

agreement obligations where applicable.

Reference: Board Report 6121  
Implemented: March 24, 2009  
Revised: April 8, 2014

RVC is an equal opportunity educator and employer.

# 3:20.080- PROBLEM RESOLUTION POLICY FOR EDUCATIONAL SUPPORT PERSONNEL (ESP) AND PROFESSIONAL STAFF ASSOCIATION (PSA) NOTABLE CHANGES

- Recommended for Removal. The concept is covered by the entire Board Policy Manual and applicable Collective Bargaining Agreements

**Rock Valley College**

**RVC Board Policy 3:20.080**

**Problem Resolution Policy for Educational Support Personnel (ESP) and Professional Staff Association (PSA)**

~~Rock Valley College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. The College's Administration shall develop administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor or an alleged violation of Board Policy.~~

~~Reference: Board Report 6548  
Implemented: September 22, 2008  
Revised: April 8, 2014~~

RVC is an equal opportunity educator and employer.

**Allison Taylor**  
Formatted: Strikethrough

**Logan K. Sweeney**  
@RVC - we recommend removal given formation of the support staff union. Additionally, it is our understanding that this may not be necessary.

**Terrica Huntley**  
We moved the language to Employee Discipline 3:20.070 and agree with removal of this policy

**Jordan Uphardt**  
Confirmed, thank you.

# 3:20.090- EMPLOYMENT OF RELATED PARTIES NOTABLE CHANGES

- Addition of grandchild as related party

## RockValleyCollege

### RVC Board Policy 3:20.090

#### Employment of Related Parties

The Board of Trustees is committed to ensuring the hiring and retention of the most qualified individuals for all positions and preventing nepotism and conflicts of interest at ~~the~~ Rock Valley College. In order to avoid both the reality and the appearance of nepotism in employment, related parties of College employees or Trustees may only be employed or hired as independent contractors under the following conditions:

No employment decision regarding an employee, applicant, or independent contractor may be made by a College employee or Trustee who is related to the employee, applicant, or independent contractor. This includes, but is not limited to, references, interviewing, hiring, any supervisory activity, evaluation, recommendation, compensation, other employment benefits, ~~or~~ termination or other adverse employment action.

For purposes of this policy, "related party" means members of the same family including a child, spouse, mother, father, brother, sister, stepchild, stepparent, grandchild, or grandparent (including the spouse of any of the foregoing) or people living in the same residence. People living in the same residence are individuals residing at the same US postal address.

If an employee becomes a related party of a subordinate, the individuals involved will ~~be~~ be offered an opportunity for alternate employment. If neither person volunteers for alternate employment, the employee with the least seniority will be transferred to a different assignment at an equivalent level of pay if applicable.

~~The Any affected~~ employee/employees are responsible for promptly notifying the College of a relationship that is covered by this Policy.

~~The written approval of the President will be necessary in making exceptions to this Policy.~~ No exception shall be made to this Policy unless approved by the President in writing. Individuals who are employed by the College as of December 2013, will be excluded from this Policy in their current position. This Policy applies to the employment of full-time, part-time, temporary employees, and independent contractors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: AR 314Board-Report-XXXX

Implemented: April 8, 2014

Revised:

RVC is an equal opportunity educator and employer.

**Terrica Huntley**  
We noticed that this policy references supervision relationships but not being related and working in the same department together. Do you recommend that we add information to include this? We have had instances where family members have applied to work in the same department as their relative. There is nothing in writing that prohibits this (although we are fully aware that it is highly problematic)

**Jordan Uphardt**  
While having relatives in the same department can be problematic, in one way or another, this policy is focused on bias, or the appearance of bias, when a supervisor is related to a subordinate. A broad prohibition on any relatives working at the College can implicate certain protected characteristics, such as marital status. If there are issues between relatives, it should be addressed through the discipline process.

# 3:20.110- INDEPENDENT CONTRACTORS NOTABLE CHANGES

- Inclusion of consideration of Collective Bargaining Agreements when applying the policy

<p style="text-align: center;"><b>RockValleyCollege</b></p> <p style="text-align: center;"><b>RVC Board Policy 3:20.110</b></p> <p><b>Independent Contractors</b></p> <p>Rock Valley College may retain the services of independent contractors as necessary. Employees of the College cannot also serve as independent contractors <a href="#">of the College</a>.</p> <p><a href="#">This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.</a></p> <p><b>Reference:</b> Board Policy 191 <b>Implemented:</b> October 19, 1981 <b>Revised:</b> April 8, 2014</p> <p style="text-align: center;"><small>RVC is an equal opportunity educator and employer.</small></p>	<p><b>Terrica Huntley</b> Is this policy more appropriate in Article 2 Operations? We believe this process is more of a primary function of Business Services</p> <p><b>Jordan Liphardt</b> We would recommend keeping it Article 3, since it mainly pertains to employees.</p>
---	---

# 3:20.120- CHANGES IN JOB TITLES AND ORGANIZATIONAL RESTRUCTURING NOTABLE CHANGES

- Clarification of sharing substantive administrative reorganizational changes with the Board of Trustees

**RockValleyCollege**

**RVC Board Policy 3:20.120**

**Changes in Job Titles and Organizational Restructuring**

The Administration will periodically review job descriptions, job analysis and the College's organizational structure. Recommendations on organizational restructuring changes will be made to the Board of Trustees as needed. The administration shall share information concerning any substantive administrative reorganization with the Board of Trustees.

**Reference:** Board Report 6143  
**Implemented:** February 24, 2004  
**Revised:** April 8, 2014

Allison Taylor  
Formatted: Character scale: 105%, Condensed by: 0.1 pt

RVC is an equal opportunity educator and employer.

# 3:20.130- SEPARATION OF EMPLOYMENT NOTABLE CHANGES

- Addition of the right of the College to act upon separation in accordance with appropriate laws, policies and agreements

<p style="text-align: center;"><b>RockValleyCollege</b></p> <p style="text-align: center;"><b>RVC Board Policy 3:20.130</b></p> <p style="text-align: center;"><b>Separation of Employment</b></p> <p><small>Rock Valley College reserves the right to terminate the employment of any College employee for any reason consistent with applicable state and federal law, and consistent with any applicable Collective Bargaining Agreement.</small></p> <p>The Administration will maintain procedures on the employment termination process.</p> <p><b>Reference:</b> Board Reports 2386, 1224 <b>Implemented:</b> February 18, 1974 <b>Revised:</b> April 8, 2014</p> <p style="text-align: center;"><small>RVC is an equal opportunity educator and employer.</small></p>	
---	--

# 3:30.010- HEALTH AND LIFE INSURANCE NOTABLE CHANGES

- Clarification on how employee groups are impacted by the ratio of cost sharing

Rock Valley College

## RVC Board Policy 3:30.010

### Health and Life Insurance

The opportunity for coverage under a health insurance plan and group term life insurance policy will be made available to eligible employees. The extent of coverage and ratio of cost sharing for ~~non-collective bargained employees~~ ~~each employee group~~ will be determined by ~~college administration~~ ~~the Board of Trustees~~. The Board of Trustees reserves the right to modify or change insurance provisions and coverage, consistent with any collective bargaining obligations and applicable limitations in collective bargaining agreements covering ~~the Rock Valley College's~~ eligible employees.

The College's health insurance plan will be administered consistent with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and all other applicable federal and state laws.

This Policy will also be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 5336  
Implemented: May 20, 1996  
Revised: April 8, 2014

RVC is an equal opportunity educator and employer.

# 3:30.030- INSURANCE COVERAGE FOR FULL TIME FACULTY MEMBERS WHO RETIRE OR RESIGN NOTABLE CHANGES

- Inclusion of teaching specialists with faculty members
- Designation of COBRA payments being made by the resignee

**Rock Valley College**  
**RVC Board Policy 3:30.030**  
**Insurance Coverage for Full-Time Faculty Members Who Retire or Resign**

Full-time faculty members ~~(teaching specialists (and other professional 9/10-month employees in similar situations))~~ who participate in the ~~Rock Valley~~ College's medical and dental group insurance plans at the time of retirement or resignation, and who leave the College no earlier than the last day of a spring semester but no later than August 31 of the same year shall:

- be allowed to continue in the College's Dental Plan until August 31 of the last year of ~~employment~~; and
- be required to make payments for the Dental Plan in the same amount as full-time faculty members.

For retirees, the retiree shall:

- be allowed to continue in the Medical Plan until August 31 of the year of retirement, and
- be required to make payments in the same amount as full-time faculty members or as other retirees, whichever is less costly to the retiree, through August 31 of the year of retirement.

For those who resign, the ~~resignee~~ shall:

- be allowed to continue in the Medical Plan as determined by COBRA, and have COBRA payments made by ~~the resignee~~ ~~the Board of Trustees~~ through August 31 of the year of resignation.

Full-time faculty members whose employment is terminated by the College shall not be allowed to continue in the College's Medical Plan or Dental Plan after the last day of the month of termination unless specifically required by COBRA, ~~applicable or either State or Federal laws, or any executed in the termination agreement.~~

Group life insurance terminates on the last day of the month of employment.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5336  
**Implemented:** May 20, 1996  
**Revised:** April 8, 2014

RVC is an equal opportunity educator and employer.

**Terrica Huntley**  
Is it permissible to have paid dental benefits only apply to retirees and not to resignees?

**Jordan Liphardt**  
Yes, however, keep in mind that the College must offer COBRA continuation for dental plans.

# 3:30.040- VACATION NOTABLE CHANGES

- Clarification of grant funded employee vacation being frontloaded

**RockValleyCollege**  
RVC Board Policy 3:30.040

**Vacation**

The Board of Trustees Rock Valley College recognizes that employees need opportunities for rest, relaxation and personal pursuits. Eligible employees earn and may use vacation leave as set forth below and as provided in the vacation procedures implementing this Policy.

Employee status	Days of Vacation per Year	Maximum Number of Hours of Unused Time Accrued Hours Permitted to Annually Carry Over
Full-time Exempt, Non-Grant Funded	20 days of vacation per year. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Non-Exempt, Non-Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Exempt, Grant Funded	20 days of vacation per year. (frontloaded with pro-rata time earned per pay period. 50% distribution on January 1 and the first business day of the grant period and 50% distribution on July 15 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None, as of the end of the contract period
Full-time Non-Exempt, Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (frontloaded with pro-rata time earned per pay period. 50% distribution on January 1 and the first business day of the grant period and 50% distribution on July 15 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None, as of the end of the contract period

1. Vacation hours may be used for any reason of the employee's choosing.  
 2. Vacation hours must be taken in increments of no less than 2 hours per day.  
 3. Vacation hours shall be accrued on an ongoing pro-rata basis for non-grant funded employees.  
 4. Vacation hours shall be initially frontloaded and earned on an ongoing pro-rata basis for grant-funded employees.  
 5. Written requests for vacation leave must be submitted to the immediate supervisor who will approve and forward to be forwarded to

RVC is an equal opportunity educator and employer.

**Holly Jacobs**  
@RVC - we recommend ensuring your employee handbook and all other iterations/policy statements on vacation leave are consistent with these revisions and the Paid Leave for All Workers Act.

Please also note that pursuant to the Act, you must notify your employees of any changes made to paid leave policies. We recommend notifying College employees of this policy's update after it has been adopted by the Board of Trustees.

**Terrica Huntley**  
Thank you. We will make sure we are in compliance with these suggestions

**Holly Jacobs**  
@RVC - are the hours available as they accrue, are they frontloaded, or does this depend on the type of position? We recommend making it clear in the policy when certain employees are able to access vacation hours. Note that the PLFAWA requires that employees be able to begin using earned paid leave time no later than 90 calendar days after commencement of employment.

**Terrica Huntley**  
They are frontloaded. Please see our additional language

**Holly Jacobs**  
@RVC - the PLFAWA requires that employees be allowed to make such requests either orally or in writing.

**Terrica Huntley**  
Understood, thank you.

**RockValleyCollege**  
RVC Board Policy 3:30.040

**Payroll.** If an employee makes the initial request for vacation leave orally, the employee must provide written notice of the request to their immediate supervisor as soon as possible.

6. If an employee's need for leave under this Policy is foreseeable, the employee must make the request for leave at least 7 calendar days in advance. If an employee's need for leave under this Policy is unforeseeable, the employee must provide notice as soon as practically possible after the employee is aware of the need for leave.

7. The College may deny an employee's request for leave under this Policy in order to ensure that the College's operational needs are met during the requested time period.

8. Generally, the earliest request for time off takes priority. If two or more requests are made at the same time on the same day, priority shall be given to the employee with the most seniority.

4. Vacation shall be granted to the employee's preference as long as necessary staff is maintained to meet operation requirements. During vacation periods, work assignments shall be shared.

9. Requests cannot be submitted more than one year from the date of request.

10. Grant-funded employees who transition within the college to a non-grant-funded position who have earned, but unused vacation time will be paid out the remaining earned time during the next payroll period.

6. Non-grant-funded employees who transition within the college to a grant-funded position and who have accrued vacation time will be paid out all accrued but unused time during the next payroll period.

11. Upon separation of employment, non-grant-funded employees will be paid all accrued but unused vacation.

12. Upon separation of employment, grant-funded employees will be paid all earned but unused vacation. Frontloaded vacation taken, but not yet earned, will be deducted from the final paycheck.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6269; 7295  
 Implemented: March 24, 2009  
 Revised: April 8, 2014; April 26, 2016 (Effective May 1, 2016)

RVC is an equal opportunity educator and employer.

# 3:30.050- TAX SHELTERED/ DEFERRED COMPENSATION PLANS NOTABLE CHANGES

- Clarification of which employee groups may participate
- Updated IRS Codes

Rock Valley College

RVC Board Policy 3:30.050

Tax-Sheltered/Deferred Compensation Plans

All eligible, ~~non-student employees, excluding student workers,~~ may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax sheltered annuities), 26 U.S.C. § 403(b), and Section 457 (deferred compensation), 26 U.S.C. § 457, of the Internal Revenue Code. ~~The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.~~

All ~~companies-vendors~~ must provide certification to the College that they follow Internal Revenue Service (IRS) guidelines for administering 403(b) and 457 programs. The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6182  
Implemented: July 27, 2004  
Revised: April 8, 2014

RVC is an equal opportunity educator and employer.

**Terrica Huntley**  
What does this mean? Does this mean a "non-student" at Rock Valley College or another institution? Or is the intention to exempt student workers? If so, we would like to reward this to "all eligible employees excluding student workers!"

**Jordan Liphart**  
This excludes Rock Valley College student employees/interns from participating in deferred compensation plans. We made the requested change.

# 3:30.060- TUITION ASSISTANCE NOTABLE CHANGES

- Allow the college to utilize funds beyond that amount approved by the Board of Trustees for the Fiscal Year

**Rock Valley College**

**RVC Board Policy 3:30.060**

**Tuition Assistance**

~~The Rock Valley College will may~~ reimburse eligible employees ~~towards for~~ the cost of tuition for the successful completion of prior approved course work or equivalent study, ~~not to exceed the amount approved by the Board of Trustees for the fiscal year~~. Such reimbursement is subject to the approval of the Vice President of Human Resources/~~Chief Human Resources Officer~~.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5670; 6249; 6682  
**Implemented:** January 24, 2000; April 26, 2005; January 26, 2010  
**Revised:** April 8, 2014

**Terrica Huntley**  
We had an ~~in-depth~~ conversation about this and more employees are using this benefit. ~~If we remove board approval of the budget amount, could we transfer funds from other budgets to cover additional costs?~~

**Jordan Liphardt**  
We would recommend discussing these changes with Ellen Olson before making substantive changes to how this is funded.

RVC is an equal opportunity educator and employer.

# 3:30.070- COLLEGE SPONSORED TRAININGS, SEMINARS AND WORKSHOPS NOTABLE CHANGES

- Include provisions requiring prior supervisor approval to attend trainings, seminars and workshops

## Rock Valley College

### RVC Board Policy 3:30.070

#### College-Sponsored Trainings, Seminars and Workshops

~~The Rock Valley College will may sponsor mandatory training, seminars and workshops. Identified employees are expected to attend, and must notify their immediate supervisor regarding this obligation, subject to obtaining prior approval from their immediate supervisor.~~

~~Subject to obtaining prior approval from their immediate supervisor, E~~mployees may enroll in optional College-sponsored trainings, seminars and workshops, ~~subject to obtaining prior approval from their immediate supervisor.~~ When space is available in a seminar or workshop, the College division or department will not be charged for the employee's registration fee. A special fee for handouts and/or meals may be charged.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

[Reference: AR 314](#)

[Implemented: March 24, 2009](#) [April 8, 2014](#)

[Revised: April 8, 2014](#)

RVC is an equal opportunity educator and employer.

# 3:30.090- FAMILY AND MEDICAL LEAVE NOTABLE CHANGES

- Updated legal statute numbers
- Removal of definitions to administrative procedure
- Change of employment service hours requirement to meet FMLA and PCCA

**Rock Valley College**  
RVC Board Policy 3:30.090  
Family and Medical Leave

**1. FAMILY AND MEDICAL LEAVE DEFINED:**

In accordance with and subject to the Family and Medical Leave Act of 1993 (the "FMLA"), 29 U.S.C. § 2601 et seq., and the Public Community College Act ("PCCA"), 110 ILCS 905/9-27.1g, unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take unpaid, job-protected family and medical leave when the employee is unable to work because of the following reasons, as set forth and defined by the FMLA:

- The birth and first-year care of a child;
- The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- To care for a child, parent or spouse who has a serious health condition, as these terms are defined by the FMLA;
- The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- The existence of a qualifying exigency caused by the military deployment of an employee's spouse, child, or parent to a foreign country, ~~in the event of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty service). "Qualifying exigencies" exist in the following categories: short notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities as provided in the FMLA regulation; or~~
- To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A "covered servicemember" means (1) a current member of the Armed Forces, including a member of the National Guard or Reserve, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Covered veteran means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserve), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

RVC is an equal opportunity educator and employer.

**Holly Jacobs**  
RVC - please confirm you use a rolling 12-month rather than a fixed 12-month calendar.

**Allison Taylor**  
RVC does use a rolling 12-month.

**Holly Jacobs**  
RVC - we recommend removing these definitions from the policy because they are lengthy and unnecessary to include in a policy document. These can be included in procedures, but it's not necessary because the policy already states that the College will comply with the FMLA.

**Terrica Huntley**  
Thank you. We accept this recommendation.

**Rock Valley College**

An employee seeking unpaid family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under this policy-FMLA, an employee must:

- have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- have been employed for at least 1,000 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- be employed at a worksite where Rock Valley College employs at least 50 employees within a 75-mile radius of that worksite.

**To be eligible for family and medical leave under the PCCA, an employee must:**

- have been employed by the College for at least 12 months; and
- have worked at least 1000 hours in the previous 12-month period.

The College will grant family and medical leave under the PCCA under the same terms and conditions as FMLA leave, as described further in this Policy.

Spouses employed by the College are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a dependent child or parent (but not a parent-in-law) who has a serious health condition as defined in the regulations implementing the FMLA. Spouses employed by the College are entitled to a combined total of 26 weeks if a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty exists.

Family and medical leave is unpaid, and may be taken intermittently or continuously, depending on the specific circumstances. However, employees will be required to use family leave must use accrued applicable vacation, personal, sick, or family leave simultaneously with unpaid leave under this policy, for the birth or placement of a child, for adoption or foster care. Employees must also use vacation, personal and/or sick leave to care for an immediate family member (spouse, child, or parent, but not parent-in-law) or the employee's own serious health condition prior to being placed in unpaid status. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid. Employees are required to use available paid time off first, before unpaid leave is granted.

**2. JOB PROTECTION/REINSTATEMENT:**

Upon return from an approved family or medical leave that is equal to or less than the aggregate maximum of 12 weeks required by law, an employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee is not entitled to job protection within the aggregate leave exceeds 12 weeks in any rolling 12-month period.

RVC is an equal opportunity educator and employer.

**Logan K. Sweeney**  
RVC - the PCCA provides that employees will receive family and medical leave under the same terms and conditions as eligible employees under the FMLA. In other words, once an employee reaches eligibility under the PCCA, they are eligible for FMLA as well. We recommend combining these requirements into one set of criteria for eligibility and treating employees who reach 1,000 hours as FMLA eligible as well.

**Holly Jacobs**  
RVC - we generally recommend that employers run accrued paid time off simultaneously with any unpaid leave under the FMLA, rather than running FMLA leave subsequent to paid time off. This is permissible under the FMLA and allows employees to avoid situations where employees can take double the time off from work. Please confirm that this would be consistent with your current practice.

**Allison Taylor**  
This is consistent with our current practice.

**Holly Jacobs**  
RVC - see comment directly above.

# 3:30.100- MILITARY LEAVE NOTABLE CHANGES

- Removal of definitions to administrative procedures

**Rock Valley College**

**RVC Board Policy 3:30.100**

**Military Leave**

Rock Valley College employees who are members of any reserve component of the United States Armed ~~Services, the National Guard, or the Illinois State Guard~~ should advise the College of their military status and training schedule/obligations in advance of pending military service.

Military leave will be administered pursuant to applicable State and Federal law, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("IERRA"), and the Illinois Public Community College Act ("IPCCA"). The College will process and administer compensation and benefits during military leave in accordance with applicable law and administrative guidelines. To the extent the language in this Policy conflicts with USERRA, IERRA, and/or the IPCCA, the College will apply the requirements of USERRA, IERRA, and/or the IPCCA.

The College will establish procedures implementing this Policy.

~~Consistent with the IPCCA, any employee who is mobilized to active military duty will receive the same regular compensation that the employee receives or was receiving as an employee of the College at the time of the mobilization to active military duty, plus any health insurance and other benefits he or she was receiving or accruing at that time, minus the amount of base pay for military service, for the duration of the active military service. Consistent with IERRA, an employee may elect to use accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave.~~

~~During periods of military leave for inactive duty (such as weekend drills and regularly scheduled unit training assemblies), an employee will receive the same regular compensation that the employee receives minus the daily rate of compensation for military service in accordance with the applicable drill pay chart.~~

~~During periods of military leave for annual training, employees will continue to receive full compensation for up to 30 days per calendar year, which may be performed non-simultaneously.~~

~~The employee's military duty shall not result in the loss or diminishment of any employment benefit, service credit, or status accrued at the time the duty commenced. A non-probationary employee who is absent on military leave shall, for the period of military leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three~~

~~(3) years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave. In computing seniority and service requirements for promotion eligibility or any other benefit of employment,~~

RVC is an equal opportunity educator and employer.

**Holly Jacobs**  
@RVC - we recommend relocating these provisions to procedures instead of keeping them in the Policy. These provisions restate the current law on military leave, and the paragraphs above already affirm that the College will adhere to the law. This material is better suited to procedures that can easily be changed by the College if the law were to be amended in any way.

**Terrica Huntley**  
Thank you. We accept these recommendations

**Rock Valley College**

~~the period of military duty shall be counted as civilian service. Employees who are members of any reserve component as defined above, upon the completion of active military service, shall be entitled to continued employment rights and reemployment rights consistent with USERRA. Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with USERRA. Failure to notify the College as required under USERRA may result in a waiver of rights.~~

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6331, 7619  
**Implemented:** March 24, 2009  
**Revised:** June 25, 2019

RVC is an equal opportunity educator and employer.

# 3:30.110- VICTIMS ECONOMIC SECURITY AND SAFETY ACT (VESSA) NOTABLE CHANGES

- Clarification on length of time this policy is applicable to an employee
- Instructions on how to communicate the need for support to the college

<p style="text-align: center;"><b>RockValleyCollege</b></p> <p style="text-align: center;"><b>RVC Board Policy 3:30.110</b></p> <p style="text-align: center;"><b>Victims' Economic Security and Safety Act (VESSA)</b></p> <p>Rock Valley College will grant <del>full-time and part-time</del> employees up to a total of 12 workweeks of <u>unpaid leave in any 12-month period</u> to address <u>issues arising from domestic or sexual violence in accordance with the Victims' Economic Security and Safety Act ("VESSA" or "the Act"), 820 ILCS 180/1, et seq.</u></p> <p><del>Rock Valley College will grant employees unpaid leave in accordance with the Victims' Economic Security and Safety Act ("VESSA" or "the Act"), 820 ILCS 180/1, et seq. The Act provides an</del> Any employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, <del>the right to may</del> take up to a total of 12 workweeks of unpaid leave <del>from work</del> during any 12-month period to address the violence by:</p> <ol style="list-style-type: none"> <li>seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;</li> <li>obtaining services from a victim services organization for the employee or the employee's family or household member;</li> <li>obtaining psychological or other counseling for the employee or the employee's family or household member;</li> <li>participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or</li> <li>seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.</li> </ol> <p><u>An employee needing leave under this Policy shall provide their immediate supervisor with at least 48 hours' advance notice of their intention to take leave, unless it is not practicable to do so. The College may require the employee to provide certification that leave is being taken for a reason permissible under VESSA and this Policy, including by requiring a sworn statement of the employee, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance, a police or court</u></p> <p style="text-align: center;"><small>RVC is an equal opportunity educator and employer.</small></p>		<p style="text-align: center;"><b>RockValleyCollege</b></p> <p><u>record, or other corroborating evidence. This information should be submitted to the Vice President of Human Resources/Chief Human Resources Officer, or their designee, for consideration.</u></p> <p><u>The College shall maintain confidentiality of all information pertaining to the use of leave under this Policy.</u></p> <p><del>Such leave</del> <u>leave under this Policy</u> shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are <u>adverse</u> to the interests of the family or household member.</p> <p><del>The Act governs the requirements, scheduling, continuity of benefits, and all other terms of the leave. This Act prohibits the College from discharging, discriminating, or retaliating against any employee who exercises his or her rights to take such unpaid leave. If the basis for an employee's leave under this Policy e-Act also qualifies for FMLA leave, both leaves will run concurrently. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.</del></p> <p><b>Reference:</b> Board Reports 6169, 7887  <b>Implemented:</b> March 24, 2009  <b>Revised:</b> December 21, 2021</p> <p style="text-align: center;"><small>RVC is an equal opportunity educator and employer.</small></p>	
--	--	---	--

# 3:30.120- SPECIAL LEAVE OF ABSENCE FOR FULL TIME EMPLOYEES NOTABLE CHANGES

- Clarification of when this policy is applicable compared to other forms of leave
- Request for details regarding the nature of the leave
- Detailed explanation of benefits allocation during the leave of absence and responsibility for coverage of premiums

**Rock Valley College**  
RVC Board Policy 3:30.120  
Special Leave of Absence for Full-Time Employees

An ~~full-time~~ employee ~~with at least who has been continuously employed with the College for at least~~ 6 months of employment may apply for a special unpaid leave of absence. ~~This policy is only open to employees that have exhausted all paid time off and vacation.~~ A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources / Chief Human Resources Officer. ~~The employee will be required to disclose the rationale and proposed length of time for this special leave request.~~ Any leave of absence requested under this Policy for ~~of~~ more than one calendar month in duration must be approved by the President. ~~Where applicable, the College will run an employee's leave entitlement under the Family and Medical Leave Act ("FMLA") concurrently with any leave granted under this Policy.~~

If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval.

~~During the first month, the employee will continue to accrue vacation, sick, and personal time, and will continue to pay the employee portion of their Medical and Dental insurance plus any voluntary coverages they have elected. After an employee has been on a leave of absence under this Policy of for more than one calendar month, the employee (a) shall not longer accrue sick leave and/or vacation time; (b) shall be required to pay both the employee's and the College's share of all health and major medical insurance premiums; (c) shall pay all life insurance premiums; and (d) shall not longer accrue any other designated benefits. Insurance coverage shall be dropped/discontinued if the employee elects not to pay the full premium as set forth above.~~

~~Where applicable, the College will run an employee's leave entitlement under the Family and Medical Leave Act ("FMLA") concurrently with any leave granted under this Policy, and will give priority to leave guidelines as stated in FMLA.~~

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 2300-A  
Implemented: September 4, 1973  
Revised: April 8, 2014

RVC is an equal opportunity educator and employer.

**AT** Allison Taylor  
We have some questions regarding this policy and how it is intended to be applied, to ensure we are interpreting it correctly. In practice, we typically look at FMLA first; however, if an individual is not eligible (either because they have not yet met the required

Jordan Liphardt  
Yes, that is the correct approach. This policy should be used as a last resort for individuals that do not have any other paid or unpaid leave available to them, and will conceivably return to work. We could add that this policy is?

**T** Terrica Huntley  
Is it okay for us to ask for a reason? This is the nature of this sentence we are proposing

Jordan Liphardt  
Yes, the College can request details about the reasons why the leave is necessary, but it should be kept as confidential as possible.

**T** Terrica Huntley  
Grant funded employees get their vacation front loaded. How do we address this if they request special leave?

Jordan Liphardt  
Ultimately, it shouldn't affect these employees, because they would likely have exhausted their vacation prior to obtaining special leave.

# 3:30.130- LEAVE FOR IN- SERVICE TRAINING AND WORKSHOPS NOTABLE CHANGES

- Add “Non College Sponsored” to the title to differentiate guidance for College vs non college sponsored training opportunities.
- Clarification of compensation while participating in trainings and workshops
- Include provisions requiring prior supervisor approval to attend trainings, seminars and workshops
- Change the number of this policy to 3:30.075 to align with 3.30.070- College Sponsored Trainings, Seminars and Workshops

## Rock Valley College

### RVC Board Policy 3:30.075130

#### Leave for Non College Sponsored? In-Service Training and Workshops

An employee may request to be released from regular duties to attend in-service training and workshops without loss of pay. However, the College will provide compensation for hours worked during the employee's standard work schedule while participating in non-college sponsored in service training and workshops. The College will not pay overtime to travel, lodge, eat meals or attend workshops and/or in-service training requested by an employee. Remuneration for expenses shall be according to Board policy.

Leave for in-service training or workshops shall be granted on the following basis:

- Appropriateness and/or applicability to job duties of person-employee requesting leave.
- Budgeting restrictions.
- Previous participation in similar program.
- Seniority.
- Best interests of the College as determined by the immediate supervisor and the appropriate Leadership Team member.
- Operational needs of the employee's department during the requested period of leave.

Requests to attend in-service trainings and workshops must be in writing and submitted to the immediate supervisor and the appropriate Leadership Team member for approval.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 1152, 1170  
**Implemented:** September 4, 1973  
**Revised:** April 8, 2014

RVC is an equal opportunity educator and employer.

**Holly Jacobs**  
@RVC - we recommend combining this Policy with the policy above on College-Sponsored Trainings. This will help avoid any inconsistencies between the policies and make it easier for employees to locate all the information in one place.

**Terrica Huntley**  
Can we keep them separate but move them up right next to each other so they are read together? Such as 3:30.075 so its right next to the other one

**Jordan Uphardt**  
There's no issue keeping the policies separate, if you would prefer. We agree that moving it next to the other policy would make it easier for employees to locate the related information.

**Terrica Huntley**  
"Consult Cabinet" Does this include conferences and committees outside of the college (i.e. HIC, AACCC, ICGTA) yes

# 3:30.150- BEREAVEMENT LEAVE NOTABLE CHANGES

- Remove requirement to complete Illinois Department of Labor form
- Clarification on length of time this policy is applicable to an employee

**RockValleyCollege**

**RVC Board Policy 3:30.150**

**Bereavement Leave**

~~The Board of Trustees of Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) are eligible to may take bereavement leave under this Policy.~~

In accordance with the Illinois Family Bereavement Leave Act ("the Act"), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave. Five ~~of which three (3) of those workdays will be paid~~ in the event of:

1. the death of an employee's covered family member. For purposes of this Policy, the term "covered family member" shall include the employee's: child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, spouse, an individual living in the employee's household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
1. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, a miscarriage, or a stillbirth. ~~For these reasons, the Illinois Department of Labor has developed a form to be filled out by the applicable healthcare practitioner or adoption or surrogacy organization, certifying such an event has occurred. An employer may not require that the employee identify which type of event occurred, necessitating the basis for leave.~~

~~An employee requiring need under this Policy must give at least 48 hours' advance notice to their immediate supervisor of the need for leave unless doing so is not reasonable or practicable.~~

~~If an employee experiences more than one of the events listed above in a 12-month period, the employee is entitled to a maximum of 4 weeks of unpaid leave within that 12-month period. All leave taken under this Policy must be completed within 40 days after the employee receives notice of the event giving rise to the need for leave.~~

RVC is an equal opportunity educator and employer.

**Holly Jacobs**  
 RVC - the FSLA does not require that any bereavement leave be paid. You may leave this at three days paid leave or change to all ten days unpaid.

**Terrica Huntley**  
 Thank you. We will continue to give 3 paid days.

**Allison Taylor**  
 Formatted: Not Strikethrough

**RockValleyCollege**

**RVC Board Policy 3:30.150**

~~The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting reasonable documentation of the need for such leave taken under this Policy. However, the College shall not require any employee to identify which category of event has occurred which necessitates the basis for leave.~~

~~If an employee is separately eligible for leave under the Child Extended Bereavement Leave Act (820 ILCS 514), the employee shall be given unpaid leave pursuant only to that Act and not this Policy.~~

The College shall adopt administrative procedures to implement this Policy. - Where applicable, this Policy will be administered with the College's collective bargaining obligations.

**Reference:** Board Reports 7395, 7898, 8002  
**Implemented:** March 28, 2017  
**Revised:** January 25, 2022; December 13, 2022

RVC is an equal opportunity educator and employer.

# 3:40.010- COMPENSATION PHILOSOPHY NOTABLE CHANGES

- Add “Non Union Employees” to the title to differentiate who this policy applies to
- Remove “rewarding employees on the basis of work performance”
- Remove Methodology section and place in administrative procedures

## Rock Valley College

### RVC Board Policy 3:40.010

#### Compensation -Philosophy: Non-Union Employees

The Rock Valley College intends to provide a fair and equitable compensation package to all non-union ~~fulltime and continuous part-time~~ employee groups to the extent possible. The compensation package will include ~~wages~~ salary, benefit, ~~(if applicable)~~, and working conditions. In making compensation decisions, the College will consider the impact of such decisions on the College's students. The College acknowledges that providing a competitive compensation package is a key component in the College's approach to recruiting, retaining and motivating employees.

The College's compensation programs will be guided by the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- ~~Reward employees on the basis of work performance;~~
- Administer pay equitably and consistently;
- Establish appropriate compensation procedures;

#### Methodology

~~External markets define pay levels that may vary according to where, and with whom, the College competes for qualified employees. In some cases the local labor market is considered, and for other positions, regional or national markets must be targeted.~~

~~Internal job value relationships are also factored into the setting of compensation rates. Although basic salary rates or ranges for similar positions are established on a system-wide basis, the individual effectiveness of employees will have a direct relationship to their respective rates of pay, including good performance, educational achievement and career competencies.~~

~~Salary survey data shall include, but not be limited to, reports from the Illinois Community College Board (ICCB), the College's peer and contiguous community colleges, the AAIAA Employees' Association, the Society of Human Resource Management (SHRM), the Consumer Price Index (CPI), fiscal year-to-date average, and other professional compensation sources as needed.~~

~~This survey data will be used to periodically determine whether adjustments to the RVC salary ranges are warranted. Any decisions on salary adjustments will be made in a timely manner.~~

~~Employees whose salary is above the minimum of their salary range shall not be eligible for any approved across the board (ATB) increase but will be eligible for any merit (pay for performance) increase. However, if merit pay is awarded, it shall be~~

RVC is an equal opportunity educator and employer.

Holly Jacobs  
RVC - we recommend considering whether to move the methodology to an internal guidance document rather than a public-facing policy. We recommend either removing this entirely, or simplifying to just one sentence. By placing this entire section in policy, you publicly commit the College to adhering to this formula and reduce flexibility in hiring and recruiting efforts.

Terrica Huntley  
We agree with this recommendation and will move this to an internal document

Jordan Uphardt  
Confirmed, thank you.

# 3:40.020- SALARY PROGRAM NOTABLE CHANGES

- Add “Non Union Employees” to the title to differentiate who this policy applies to
- Clarify the role of the board in annual notifications of the President’s Salary Program.
- Identify the process for the annual salary recommendation for Non-Union employees

RockValleyCollege

RVC Board Policy 3:40.020

Salary Program: Non-Union Employees

The Administration will ensure appropriate administration of a salary program for all non-union Rock Valley College employees. The Administration will maintain procedures to facilitate administration of the salary program. The Board shall be informed of approve the salary program of the President on an annual basis as specified in their contract and leadership team members. A salary program recommendation will be provided by Administration to the Board of Trustees on an annual basis for Non-Union employees.

Reference: Board Reports 6979, 6902, 6903, 6411, 6555, 6634, 6635, 7036  
Implemented: April 8, 2014

RVC is an equal opportunity educator and employer.

# 3:40.030- EMPLOYEES SERVING AS INSTRUCTORS ARTS AND SCIENCES/ CAREER EDUCATION (AS/CE) NOTABLE CHANGES

- Clarify that this policy is intended for non-faculty teaching outside their regular work hours
- Identify the requirement that permission must be gained from the supervisor and Human Resources Department
- Acknowledge that this policy is administered in conjunction with the collective bargaining agreement

## Rock Valley College

### RVC Board Policy 3:40.030

#### Employees Serving as Instructors Arts and Sciences/Career—Education (AS/CE)

Subject to supervisory approval, non-faculty employees of the Rock Valley College who are qualified and who have been requested by an academic department to teach a specific course in Arts and Sciences or Career Education may teach classes during outside of their regular work hours. Any employee wishing to engage in instruction during regular work hours requires must submit a schedule of time-work hours to be made up and submitted to their immediate supervisor for approval, and sent to and the Human Resource Department for approval prior to the start of instruction.

Where applicable, this Policy will be administered with the College's collective bargaining obligations.

Calculation of pay per contact hour is equal to 0.925% of the employee's base salary rate and column from the Adjunct Faculty Salary Schedule, whichever is greater but not greater than the faculty overload rate.

Reference: Board Report 6628  
Implemented: June 30, 2009  
Revised: April 8, 2014

Commented [AT124]: Why is it being suggested to remove this portion?

Commented [JL125R124]: This change was made to prevent any issues revising this policy (or forgetting to revise the policy) in the event that the relevant CBA language changes in the future.

RVC is an equal opportunity educator and employer.

# 3:40.060- OVERTIME/ COMPENSATORY TIME NOTABLE CHANGES

- Revise Timeframe that defines the work week
- Clarify that overtime may only be taken if written permission is granted from the employee's supervisor

## RockValleyCollege

### RVC Board Policy 3:40.060

#### Overtime/Compensatory Time

Rock Valley College will fully comply with its obligations under the Illinois Minimum Wage Law ("IMWL"), 820 ILCS 105/1 et seq., and the Fair Labor Standards Act, ("FLSA") 29 U.S.C. §201 et seq.

The work week shall begin ~~at~~ 12:00 a.m. on Monday and end on the following Sunday at ~~11:59 p.m.~~ 12:00 a.m. "Overtime" is time worked in excess of 40 hours in a single work week.

Holidays, vacation, compensatory time and other leave time (whether paid or unpaid) do not count towards hours worked for purposes of determining overtime. Non-exempt employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked in a work week consistent with the FLSA and IMWL.

The College discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's ~~express~~ written approval.

The Administration is authorized to adopt and maintain procedures regarding overtime and compensatory time. In the event of a conflict between ~~this~~ Policy and ~~state~~ or federal law, the ~~latter~~ law shall control.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 6157, 6220  
**Implemented:** March 24, 2009; January 25, 2005  
**Revised:** April 8, 2014

RVC is an equal opportunity educator and employer.

# QUESTIONS?

RVC is an equal opportunity educator and employer.  
For more information, visit [RockValleyCollege.edu](http://RockValleyCollege.edu).

**Update to Rock Valley College Board Policy Manual  
Article 3 – Human Resources  
First Reading**

**Background:** The purpose of the Rock Valley College Board Policy Manual is to document the rules and regulations applicable to the operations of Rock Valley College and to ensure compliance with applicable laws and regulations.

During the April 23, 2024, Reorganization Meeting concerning Adoption of Policies of the Board, extensive discussion took place regarding the need to review and update the current Board Policy Manual. Trustees approved a motion to adopt the current Board Policies for a period not to exceed 90 days. During this period, Trustees Nelson and Gorski agreed to review the policies and prepare them for presentation to the College Attorney and President Spearman, prior to review by the Board of Trustees.

At the June 25, 2024, Regular Board of Trustees meeting, Board Report #8165 was approved to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with no revisions. Beginning with Article 1-Board Bylaws, review and revisions will be recommended by Robbins Schwartz attorneys and the Administration on a section-by-section basis until the Board Policy Manual is fully updated.

On October 22, 2024, Board Report #8210, Article 1-Board of Trustees Bylaws, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

On October 28, 2025, Board Report #8323, Article 2-Operations, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

Since then, College personnel, including vice presidents, deans, directors, executive directors, and staff, have been working with attorneys from Robbins Schwartz to update Article 3-Human Resources with regard to law, safety, and policy. Proposed changes were reviewed several times by each entity, and the appropriate administrative procedures were updated or created where applicable.

**Recommendation:** It is recommended that the Board of Trustees approves the revisions to Article 3-Human Resources of the Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration. **Attorney Reviewed.**

---

Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

# Rock Valley College

## RVC Board Policy 3:10.010 Equal Employment Opportunity

It is the policy of Rock Valley College to provide equal opportunity in all employment decisions consistent with federal and state law. Discrimination is thus prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, work authorization status, sex, age, physical or mental disability, marital status, order of protection status, protected characteristics consistent with the Illinois Human Rights Act pregnancy, actual or perceived decisions regarding reproductive health, family responsibilities, military status, or unfavorable military discharge, genetic information, or other legally protected categories.

This policy of equal employment opportunity applies to all employment policies and procedures. This policy governs 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.

Individuals who believe they have not received equal employment opportunities or with questions about any type of discrimination (see Board Policy 2:10.095) in the workplace should bring these concerns to the attention of the Human Resource Department. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including dismissal, from employment with the College. In addition, retaliation against any person for making a report of or participating in an investigation regarding unlawful discrimination is strictly prohibited.

**Reference:** Board Report 6977

**Implemented:** February 27, 2013

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:10.030

### Access to Personnel Files

Rock Valley College maintains a personnel file on each employee. All personnel files are maintained, disseminated, and inspected consistent with the *Illinois Personnel Record Review Act*, 820 ILCS 40/1 et seq., the *Illinois Local Record Act*, 50 ILCS 205/1 et seq., and other applicable state and federal laws.

The Human Resources department will make all reasonable efforts to coordinate a reasonable time for employees to examine items in their own personnel file within three (3) working days upon receipt of the employee's written request to the Vice President of Human Resources/Chief Human Resources Officer or designee.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report(s) 6478, AR 314, 8031 (Amended)

**Implemented:** November 27, 2007

**Revised:** April 8, 2014, April 25, 2023

# Rock Valley College

## RVC Board Policy 3:10.040

### Copyright

Rock Valley College shall make every effort to comply with applicable copyright law, including, but not limited to, the *Copyright Act of 1976*, 17 U.S.C. 101 et seq. and its amendments. All of the College's employees (faculty and staff), anyone officially performing duties on behalf of the College, and the College's students (enrolled in credit or non-credit courses) are expected to comply with all applicable copyright laws.

The College will make available to its community (faculty, staff and students) reasonable information about copyright law in order to promote compliance.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6861, 6862

**Implemented:** February 28, 2012

**Revised:** April 8, 2014

## 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. The 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.

The provisions of Board Policy 1:10.010 Section 6 shall apply to all College employees.

Infractions of the standards include, but are not limited to, violations of the College's 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.

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

**Reference:** Board Report 6122

**Implemented:** November 25, 2003

**Revised:** April 8, 2014

## RVC Board Policy 3:10.080

### Oral English Proficiency

As required by Section 3-29.2 of the *Illinois Public Community College Act*, 110 ILCS 805/3-29.2, Rock Valley College will, in its hiring practices, assess the oral English proficiency of all persons providing classroom instruction to ensure that candidates can adequately communicate with their students. The College may, in its sole discretion, waive oral English proficiency requirements for any person who provides classroom instruction to students in foreign language courses only.

**Reference:** Board Report 6861

**Implemented:** February 28, 2012

**Revised:** April 8, 2014

## RVC Board Policy 3:10.090 Personnel Reports

Human Resources shall prepare and provide a Personnel Report at each regular monthly Board meeting. The Personnel Report will contain all appointments, promotions, demotions, departures, lateral transfers, reclassifications, and retirements for all Rock Valley College employees who are classified as Administration, and Faculty/Teaching specialists.

At the end of each fiscal year, Human Resources shall prepare an annual report to be provided to the Board which shall contain metrics on all full-time employees working for the College, such as total number of employees, employee demographics, promotions, demotions, departures, lateral transfers, reclassifications, retirements, and turnover rates.

**Reference:** Board Report 5542, 7583

**Implemented:** January 26, 1998

**Revised:** April 8, 2014; January 29, 2019

# Rock Valley College

## RVC Board Policy 3:10.100 Whistleblower

Rock Valley College is committed to the highest ethical standards and conducting its operations in compliance with all federal and state laws and regulations. The purpose of this policy is to encourage all members of the College community to report allegations of internal wrongdoing and to provide assurance of confidentiality and anonymity for such reporting in good faith pursuant to the *Illinois Whistleblower Act*, 740 ICLS 174/1 *et seq.* and the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/15, and other applicable state and federal laws.

For purposes of this policy, wrongdoing may include but is not limited to:

- (1) Crimes or violations of the law or governmental regulations;
- (2) Fraud or financial irregularity;
- (3) Improper use of College funds, property or assets;
- (4) Corruption, malfeasance, bribery, theft, coercion or blackmail;
- (5) Endangering the health or safety of an individual;
- (6) Harming College property; and
- (7) Other unethical conduct.

In accordance with the *Illinois Whistleblower Act*, neither the Board, nor employees of the College may retaliate against or make threats of retaliation against a whistleblower who has reasonable cause to believe that the information reported discloses a violation of a State or federal law, rule, or regulation, or for refusing to participate in an activity that they reasonably believe would result in a violation of a state or federal law, rule or regulation, or who disclosing the information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding.

Confidentiality of the whistleblower's identity will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation.

### Whistleblower Policy

Whistleblowers who believe that they have been retaliated against may file a written complaint with the Vice President of Human Resources or the President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

**Reference:** AR 314

**Implemented:** April 8, 2014

**Revised:**

# Rock Valley College

## RVC Board Policy 3:10.110 Drug- and Alcohol-Free Workplace Policy

### Purpose

Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace.

### Scope and Enforcement

This policy applies to all employees and all applicants for employment of the College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/Chief Human Resources Officer is responsible for policy interpretation, administration, and enforcement.

### Prohibited Conduct

The College prohibits the use, possession, distribution, sale, or manufacture of illegal drugs, cannabis (both recreational and medical) and its derivatives, controlled substances, alcohol, and unauthorized prescription drugs, which are not prescribed to the individual or are used in a way other than prescribed, in the workplace. This is prohibited on College property, including any worksite designated for the performance of work, in College-owned vehicles, while on duty or while acting in an official capacity on behalf of the College, and/or while participating in any College-sponsored activities. Alcoholic beverages are prohibited on College property, in College-owned vehicles, and while participating in any College-sponsored activities unless expressly authorized by the College President, in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances. Employees are, as a condition of employment, required to abide by this policy. All employees will receive a copy of this policy and will abide by this policy as a condition of employment. The College reserves the right to order an employee to undergo drug and/or alcohol testing as part of pre-employment screening, upon reasonable suspicion that the employee is under the influence while on duty or while acting in an official capacity on behalf of the College, or for any other reason deemed necessary by the College and permitted by applicable federal and state law.

### Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

- A. Desks, files, vehicles, equipment and other containers and property owned or leased by the College and which an employee is permitted to use during employment with the College, are and remain the property of the College.

# Rock Valley College

Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the College

- B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

## **Disciplinary Action**

Employees who test positive for drugs and/or alcohol in violation of this policy may be subject to disciplinary action, up to and including termination. Further, the College will discipline an employee up to and including termination for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the College; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing or if employee provides a false sample to the drug screening/testing facility; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify HR of a conviction for violating any federal or state criminal drug statute.

In place of, or in addition to, any disciplinary sanctions for violation of this policy, the College in its sole discretion may require the employee to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program approved by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Any employee who undergoes such a rehabilitation program will be required to complete and successfully pass a drug and alcohol test upon release from the program before returning to work. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance.

## **Notice of Convictions**

Any College employee or prospective employee who is convicted of a violation of any federal or state criminal drug statute must notify the Human Resources Department as soon as reasonably possible after such conviction. For purposes of this notice requirement, a conviction includes a finding of guilty; a no-contest plea; or a judgment entered by a judicial body for any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substance.

If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction.

# Rock Valley College

In accordance with the Illinois Human Rights Act, before taking any employment action, the College will review an employee or prospective employee's drug-related conviction to determine if: (1) there is a substantial relationship between the criminal offense and the employment sought or held; and (2) the continuation of employment involves an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. The College may consider the following factors during this review:

- The length of time that has passed since the conviction.
- The number of convictions.
- The relationship between the conviction and the individual's job duties or prospective job duties.
- The facts surrounding the conviction.
- The individual's age at the time of the conviction.
- Evidence of rehabilitation efforts.

## Employee Assistance

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The College will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the College's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the College's drug and alcohol policy, nor will it excuse or limit the employee's obligation to adhere to the College's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job.

Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with the Director of Employee Relations and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance.

## Confidentiality

The results of any drug and/or alcohol test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis and the College. However, the College may use the results to decide upon what course of action, if any, shall be taken towards the tested individual. In addition, in the event of any legal or administrative proceedings involving the College and the tested individual, the College may utilize the test results in the prosecution or defense of said legal or administrative proceeding.

## Drug and Alcohol Abuse Prevention Program

The College shall maintain a drug and alcohol abuse prevention program to inform all employees about: a) the health risks associated with drug and alcohol abuse; b)

# Rock Valley College

the College's intent to maintain a drug-free workplace; c) any available drug counseling rehabilitation and employee assistance programs; and d) the penalties that may be imposed for violation of this policy.

## **Compassionate Use of Medical Cannabis Program Act**

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against an employee or applicant based solely on their status as a registered qualifying patient. The College will enforce its drug and alcohol-free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act, during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

## **Implementing Procedures**

The College will establish and maintain procedures implementing this Policy. The Human Resources Department shall be responsible for the administration and implementation of this policy.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Policy 641, Board Report 6156, AR 314, Board Report 7674

**Implemented:** April 11, 1989

**Revised:** April 28, 2004; April 8, 2014; December 17, 2019

## RVC Board Policy 3:10.120 Conflict of Interest - Employees

All employees shall conduct themselves in a manner that reflects the highest standards of ethical conduct, and in a manner that is 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.

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.

The College reserves the right to modify an employee's position, including job duties and responsibilities, in order to avoid a conflict of interest under this policy. 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.

# Rock Valley College

The following activities are prohibited under this Policy:

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).
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 (\$100 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.

**Reference:** Board Report 7574

**Implemented:** December 11, 2018

**Revised:**

## RVC Board Policy 3:10.160

### Remote Work

#### Purpose

Rock Valley College recognizes that certain employees may be permitted to work remotely as a regular part of their duties or for a short period of time, as long as the employee's performance or efficient operation of the College is not adversely affected. This policy will govern the conditions under which certain employees work at remote work locations for all or part of their scheduled work week. Remote work arrangements will be granted by the College on a case- by-case basis.

#### Scope and Enforcement

This Policy applies to all eligible employees of Rock Valley College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/ Chief Human Resources Officer is responsible for this policy's interpretation, administration, and enforcement, consistent with the College's Remote Work administrative procedures.

#### Policy

Remote work is often a temporary work arrangement, and it is appropriate for only some employees and positions. No College employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions may be ineligible for remote work, while others may require remote work on a regular basis. Supervisors will consult with the HR Department to determine a position's eligibility for remote work arrangements as well as to decide whether to approve remote work for individual employees on a case-by-case basis. The College reserves the right to revoke approval for remote work at any point because of concerns with an employee's performance or for operational reasons.

Employees who are approved to work remotely must perform the same work they would perform in the central workplace in accordance with their job description, established performance expectations, and any other agreed-upon terms and conditions of their employment. The College may require alternative timekeeping or other accountability measures as a condition of a remote work arrangement. An employee's classification, compensation, and benefits will not change upon approval for remote work.

When the College requires or permits an employee to work remotely and is not able to provide the necessary equipment, the employee may be eligible for a recurring allowance or other reimbursement to cover eligible expenses. The Accounts Payable Department will provide reimbursements under the conditions provided in the College's Remote Work administrative procedures.

**Reference:** Board Report 7735

**Implemented:** July 28, 202

**Revised:**

# Rock Valley College

## RVC Board Policy 3:20.010 Job Posting and Hiring

It is the policy of Rock Valley College to employ the most qualified candidate for vacant positions. Regular full-time and continuous part-time positions will be posted upon approval to fill a vacancy. Vacant positions will be consistently advertised internally and externally to ensure that employees and other interested individuals are notified regarding employment opportunities at the College. Applications will be accepted through an electronic process. Rock Valley College is an Equal Employment Opportunity College and will comply with all applicable federal and state laws when posting and filling vacant positions.

The President shall have the authority to approve new hires and to assign employment start dates. Should the President determine that it is in the best interests of the College to alter the full-time or continuous part-time position counts beyond the approved budget, the Board of Trustees shall be consulted in advance of any hiring.

This Policy will be administered consistent with 110 ILCS 805/3-42 and the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 2299, 6328, AR 314, 8306, 8311

**Implemented:** September 4, 1973; April 4, 2006

**Revised:** April 8, 2014; July 22, 2025; August 26, 2025

## RVC Board Policy 3:20.020 Employment Categories

### Probationary Positions

Employees who are within the first 90 days of employment, or within 90 days after an internal transfer or promotion, are considered to be in their probationary period. The probationary period may be extended at the discretion of the Vice President of Human Resources/Chief Human Resource Officer.

### Grant Positions

Rock Valley College employees who perform services funded by government or other external grant agencies are considered to be employed for a period not to exceed the duration of the grant funding period. Employment ends when the funding ceases, or sooner, should the program be terminated.

### FLSA Status

The Fair Labor Standards Act (FLSA) is the federal regulation for employee working hours and pay standards. It determines the exempt or non-exempt status of job and overtime requirements.

An employee's FLSA status describes whether that employee is classified as exempt or non-exempt.

- **Exempt:** An exempt employee is not subject to FLSA overtime requirements. These workers typically receive an annual salary that does not change based on the number of hours worked.
- **Non-exempt:** A non-exempt employee is entitled to compensation – at 1.5 times their regular pay – for the hours they work beyond the standard 40-hour workweek.

### Employment Status

- **Full-time:** Employees who work a minimum of 40 hours per week on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.
- **Continuous Part-time:** Employees who work 25 hours per week on a continuous basis. Continuous part-time employees are eligible for the benefits programs offered by the College. These employees are not eligible for SURS insurance.
- **Part-time:** The US Department of Labor defines part-time work as 34 hours or fewer per week.
- **Temporary:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the

# Rock Valley College

College may employ a temporary employee for a limited time period (no more than 180 days), as referenced in Board Policy 3:40.040, Temporary Employees. Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for college-provided benefits.

## Work Group Bargaining Units

The following are the recognized position classifications of college personnel:

- **Adjunct:** Adjunct instructors are employed on a semester basis and can teach a maximum of 12 CHEs per fall and spring semesters, depending on the duration of their course. Adjuncts can also teach a maximum of 6 CHEs during the summer semester, depending on the duration of the course.
- **Administration (ADM):** Administrative staff are line officers of the college who manage, conduct, and administer programs, staff, and operations of the board of trustees. Examples include the president, deans, directors, and managers.
- **Educational Support Staff (ESP):** Educational Support Staff are Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll.
- **Faculty (FAC):** The terms “faculty”, “faculty member”, or “full-time faculty member” shall mean individuals with nine-month employment contracts who have a standard academic year instructional workload of 30 CH/CHE (refer to Section 6.2 of the Faculty CBA), librarians and any full-time faculty member hired into existing or new faculty positions.

Library Faculty and Dental Hygiene Clinical Instructors

Library faculty will follow the same three-year tenured faculty process as teaching faculty. Library faculty shall be evaluated in the manner prescribed in all applicable sections of the faculty collective bargaining agreement.

- **Fraternal Order of Police (FOP):** The College recognizes the FOP Labor Council as the exclusive bargaining agent for all regularly employed full-time Police Officers, excluding the Sergeants, Part-Time Officers, Chief of Police, all other professional and non-professional employees, and any supervisory, managerial, confidential, and short-term employees as defined in Section 2 of the Illinois Education Labor Relations Act (IELRA).
- **Professional Staff Association (PSA):** According to the PSA Bylaws (Amended June 14, 2005, and Proposed changes September 8, 2020), “All full-time and continuous part-time exempt employees (excluding the employees who report directly to the President) shall be considered members of this Association.”

# Rock Valley College

- **Student Worker:** A student worker must not be classified as a high school student during the financial aid award period in which they are to be employed. They must be enrolled in a minimum six (6) credit hours in the fall or spring financial aid period in which they are employed; or in the case of summer, be enrolled for at least six (6) credit hours in summer terms or be enrolled in at least six (6) credit hours in in the fall award period immediately following. A student worker must be authorized to work in the United States, be an International Student who entered the country under an F-1, F-2, J-1, or J-2 VISA status, have obtained work authorization from the Designated School Official and must be receiving pay exclusively through RVC institutional funds. They cannot be in default on any student loans or owing Title IV monies. They must maintain satisfactory Academic Progress, have a complete financial aid file issued, and cannot be employed by RVC. A student worker must complete or be on track to complete the annual student worker training. They can work up to 20 hours per week regardless of the academic session, and this position is not eligible for unemployment benefits.
- **Support Staff Association (SSA):** The College recognizes the Association as the exclusive bargaining agent for all full-time and part-time Educational Support Personnel (ESP). This excludes Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll, and all supervisors, managerial, confidential, short-term, student and part-time academic employees defined by the Illinois Educational Labor Relations Act (IELRA).

**Reference:** Board Report 6978

**Implemented:** February 26, 2013

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:20.030 Criminal Background Investigation

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to onboarding any individual conducting official business on behalf of the College. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources/Chief Human Resources Officer or designee.

All criminal background investigations will be conducted by the College Human Resources Department.

Pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-103.1, the College will not refuse to hire or take any other adverse employment action solely on the basis of a conviction record without first providing the individual notice and an interactive assessment of whether there is a substantial relationship between the conviction and the position, or if granting employment would involve an unreasonable risk to College property or to the safety or welfare of the College's students and employees.

**Reference:** Board Report 7989

**Implemented:** March 24, 2009

**Revised:** April 8, 2014, October 25, 2022

## RVC Board Policy 3:20.040 Recruiting and Relocation Expense Reimbursements

Rock Valley College may provide reimbursements for costs incurred by applicants in the process of interviewing for open positions. Additionally, the College may reimburse newly hired employees for costs associated with relocating.

The amount of any reimbursement will be determined by College Administration and as set forth in the Administrative Procedures. Due to inflationary and market-driven reasons, the amounts may need to be adjusted accordingly.

**Reference:** Board Reports 6519, 6520

**Implemented:** June 24, 2008

**Revised:** April 8, 2014; July 26, 2022; January 24, 2024

# Rock Valley College

## RVC Board Policy 3:20.050 Workers' Compensation

All paid employees of Rock Valley College will be covered under the provisions of the *Illinois Workers' Compensation Act*, 820 ILCS 305/1 et seq., for all job-related injuries covered by the Act. An employee's *Family and Medical Leave Act* leave entitlement will be applied to any worker's compensation absence to the extent permitted by law.

Workers' Compensation claims will be reviewed and considered by the Vice President of Operations/Chief Operations Officer or designee.

Recommendation of assignment of light duty work, based on medical documentation, shall be provided to the Human Resources Benefits Office and reviewed in consultation with the employee's supervisor.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** AR 314

**Implemented:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:20.060 Tardiness and Absences

Any Rock Valley College employee who is tardy or absent shall notify their immediate supervisor within fifteen minutes, or earlier, based on departmental protocol, of the employee's normal starting time. In the areas where shift work is required, employees shall provide at least one hour notice to their supervisor.

Any College employee not properly reporting a tardy or absence may not be paid for the tardy or absence.

Any College employee who has been hospitalized or otherwise incapacitated due to illness for three or more consecutive scheduled work days must provide a note from a health care provider as a basis for pay for those three days, and must also provide a health care provider's release prior to returning to work. The release must state that the employee is, in the judgment of the health care provider, capable of returning to work as of a specified date.

The College reserves the right to terminate employment for a history of tardiness and absence, and/or for being absent three consecutive scheduled work days without proper notification.

This Policy shall be implemented consistent with all applicable state and federal law, as well as any applicable Collective Bargaining Agreements.

**Reference:** Board Reports 2303, 909, 150

**Implemented:** February 28, 2012

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:20.070 Employee Discipline

The College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. It is the intent of Rock Valley College to foster optimum performance and otherwise assist all employees in successfully accomplishing their professional responsibilities. The College's Administration will utilize administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor, an alleged violation of Board Policy, or disciplinary sanctions.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to College property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, failure to comply with prior Board or administrative directives, violation of Board Policy, or any other act committed while a College employee, which is detrimental to the general welfare and/or best interests of the College, as determined by the College.

In connection with any allegation of misconduct, the College may suspend an employee with or without pay pending the outcome of the College's investigation of the allegation. The College will notify any employee who is suspended regarding the general nature of the allegations.

Recognizing that the preferred desired outcome of disciplining any employee is positive change in the employee's performance and/or conduct, the College may utilize the following disciplinary options:

- Step 1 - Verbal Warning
- Step 2 - Written Warning
- Step 3 - Final Written Warning and/or Suspension With/without Pay
- Step 4 - Dismissal

The College reserves the right to bypass any of these steps if, in the College's sole discretion, it determines that the severity of the employee's conduct, record of previous discipline, the length of service since the last documented offense, or other circumstances warrant a more severe level of discipline, up to and including immediate dismissal. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6121  
**Implemented:** March 24, 2009  
**Revised:** April 8, 2014

## RVC Board Policy 3:20.090 Employment of Related Parties

The Board of Trustees is committed to ensuring the hiring and retention of the most qualified individuals for all positions and preventing nepotism and conflicts of interest at Rock Valley College. In order to avoid both the reality and the appearance of nepotism in employment, related parties of College employees or Trustees may only be employed or hired as independent contractors under the following conditions:

No employment decision regarding an employee, applicant, or independent contractor may be made by a College employee or Trustee who is related to the employee, applicant, or independent contractor. This includes, but is not limited to, references, interviewing, hiring, any supervisory activity, evaluation, recommendation, compensation, other employment benefits, termination or other adverse employment action.

For purposes of this policy, "related party" means members of the same family including a child, spouse, mother, father, brother, sister, stepchild, stepparent, grandchild, or grandparent (including the spouse of any of the foregoing) or people living in the same residence. People living in the same residence are individuals residing at the same US postal address.

If an employee becomes a related party of a subordinate, the individuals involved will be offered an opportunity for alternate employment. If neither person volunteers for alternate employment, the employee with the least seniority will be transferred to a different assignment at an equivalent level of pay, if applicable

Any affected employee/employees are responsible for promptly notifying the College of a relationship that is covered by this Policy.

No exception shall be made to this Policy unless approved by the President in writing. Individuals who are employed by the College as of December 2013, will be excluded from this Policy in their current position. This Policy applies to the employment of full-time, part-time, temporary employees, and independent contractors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** AR 314

**Implemented:** April 8, 2014

**Revised:**

# Rock Valley College

## RVC Board Policy 3:20.100 Physical Examinations and Fitness for Duty

### Physical Examination

Designated positions at Rock Valley College may require an individual to meet certain physical requirements, such as weight restrictions and lifting requirements. For those positions, a physical examination will be required and the employee will be notified. The examination will take place at the College's expense.

### Fitness for Duty

In instances where the employee exhibits manifestations of diminished capacity in their areas of responsibility and/or where the employee exhibits behaviors that pose a direct threat to the employee's own safety or the safety of others, the Board of Trustees reserves the right to request a Fitness for Duty examination by a Physician chosen by the College at the College's expense as a condition for continued employment at the College. The employee may designate a Board-Certified Physician to conduct the examination.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6330

**Implemented:** April 4, 2016

**Revised:** April 8, 2014

## RVC Board Policy 3:20.110 Independent Contractors

Rock Valley College may retain the services of independent contractors as necessary. Employees of the College cannot also serve as independent contractors of the College.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Policy 191

**Implemented:** October 19, 1981

**Revised:** April 8, 2014

## RVC Board Policy 3:20.120

### Changes in Job Titles and Organizational Restructuring

The Administration will periodically review job descriptions, job analysis and the College's organizational structure. The Administration shall share information concerning any substantive administrative reorganization with the Board of Trustees.

**Reference:** Board Report 6143

**Implemented:** February 24, 2004

**Revised:** April 8, 2014

## RVC Board Policy 3:20.130 Separation of Employment

Rock Valley College reserves the right to terminate the employment of any College employee for any reason consistent with applicable state and federal law, and consistent with any applicable Collective Bargaining Agreement.

The Administration will maintain procedures on the employment termination process.

**Reference:** Board Reports 2386, 1224

**Implemented:** February 18, 1974

**Revised:** April 8, 2014

## **RVC Board Policy 3:20.140** **Attendance of Faculty Members and** **Administrators at Commencement Exercises**

Commencement exercises always fall on a day within the academic calendar approved by the Board. Attendance at these exercises are a part of the duties of certain administrators and all full-time faculty members.

Any faculty member or designated administrator who is unable to attend commencement exercises because of illness, professional duties, or urgent personal business should request the appropriate leave.

**Reference:** Board Policy 96

**Implemented:** November 23, 1970

**Revised:** April 8, 2014

## RVC Board Policy 3:20.150 Employee Recognition

Rock Valley College values employees who provide outstanding service or contributions to the College, or who enhance the College's mission and educational reputation in the College community. The Administration will establish criteria and procedures for Employee Recognition.

**Reference:** Board Report 4820

**Implemented:** July 20, 1992

**Revised:** April 8, 2014

## RVC Board Policy 3:30.010

### Health and Life Insurance

The opportunity for coverage under a health insurance plan and group term life insurance policy will be made available to eligible employees. The extent of coverage and ratio of cost sharing for non-collective bargained employees each employee group will be determined by college administration. The Board of Trustees reserves the right to modify or change insurance provisions and coverage, consistent with any collective bargaining obligations and applicable limitations in collective bargaining agreements covering Rock Valley College's eligible employees.

The College's health insurance plan will be administered consistent with all provisions of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA), and all other applicable federal and state laws.

This Policy will also be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5336

**Implemented:** May 20, 1996

**Revised:** April 8, 2014

## RVC Board Policy 3:30.020 Health Insurance Portability and Accountability Act (HIPAA)

Rock Valley College will comply with all applicable requirements of the *Health Insurance Portability and Accountability Act of 1996* ("HIPAA"), including requirements for ensuring the security and privacy of individuals' medical information. The College is subject to the HIPAA Privacy Rule requirements as both a health plan, based on the College's flexible benefits spending plan, and as a plan sponsor based on the College's other health plans.

The College designates the Human Resources Department as the sole healthcare component of a hybrid entity in accordance with HIPAA. The College's Human Resources Department shall comply with all HIPAA obligations applicable to a health plan. The remainder of the College is designated as a non-healthcare component of the hybrid entity and not subject to the requirements of a health plan as defined under HIPAA. The College as a whole shall comply with all of its obligations under HIPAA which are applicable to a plan sponsor as defined under HIPAA.

The Administration is authorized to adopt procedures necessary to comply with the obligations of the hybrid entity status of the Human Resources Department, as well as the College's general obligations as a health plan sponsor.

**Reference:** Board Report 6148

**Implemented:** March 23, 2004

**Revised:** April 8, 2014

## RVC Board Policy 3:30.030 Insurance Coverage for Full-Time Faculty Members Who Retire or Resign

Full-time faculty members/teaching specialists who participate in Rock Valley College's medical and dental group insurance plans at the time of retirement or resignation, and who leave the College no earlier than the last day of a spring semester but no later than August 31 of the same year shall:

- be allowed to continue in the College's Dental Plan until August 31 of the last year of employment, and
- be required to make payments for the Dental Plan in the same amount as full-time faculty members.

For retirees, the retiree shall:

- be allowed to continue in the Medical Plan until August 31 of the year of retirement, and
- be required to make payments in the same amount as full-time faculty members or as other retirees, whichever is less costly to the retiree, through August 31 of the year of retirement.

For those who resign, the resignee shall:

- be allowed to continue in the Medical Plan as determined by COBRA, and have COBRA payments made by the resignee through August 31 of the year of resignation.

Full-time faculty members whose employment is terminated by the College shall not be allowed to continue in the College's Medical Plan or Dental Plan after the last day of the month of termination unless specifically required by COBRA, applicable State or Federal laws, or any executed termination agreement.

Group life insurance terminates on the last day of the month of employment.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5336

**Implemented:** May 20, 1996

**Revised:** April 8, 2014

## RVC Board Policy 3:30.040

### Vacation

Rock Valley College recognizes that employees need opportunities for rest, relaxation and personal pursuits. Eligible employees earn and may use vacation leave as set forth below and as provided in the procedures implementing this Policy.

<b>Employee Status</b>	<b>Days of Vacation per Year</b>	<b>Maximum Unused Accrued Hours Permitted to Annually Carry Over</b>
Full-time Exempt, Non-Grant Funded	20 days of vacation per year. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Non-Exempt, Non-Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Exempt, Grant Funded	20 days of vacation per year. (Frontloaded with pro-rata time earned per pay period. 50% distribution on the first business day of the grant period and 50% distribution 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None
Full-time Non-Exempt, Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Frontloaded with pro-rata time earned per pay period. 50% distribution on the first business day of the grant period and 50% distribution 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None

1. Vacation hours may be used for any reason of the employee's choosing.
2. Vacation hours must be taken in increments of no less than 2 hours per day.

# Rock Valley College

3. Vacation hours shall be accrued on an ongoing pro-rata basis for non-grant funded employees.
4. Vacation hours shall be initially frontloaded and earned on an ongoing pro-rata basis for grant-funded employees.
5. Requests for vacation leave must be submitted to the immediate supervisor who will approve and forward to Payroll. If an employee makes the initial request for vacation leave orally, the employee must provide written notice of the request to their immediate supervisor as soon as possible.
6. If an employee's need for leave under this Policy is foreseeable, the employee must make the request for leave at least 7 calendar days in advance. If an employee's need for leave under this Policy is unforeseeable, the employee must provide notice as soon as practically possible after the employee is aware of the need for leave.
7. The College may deny an employee's request for leave under this Policy in order to ensure that the College's operational needs are met during the requested time period.
8. Generally, the earliest request for time off takes priority. If two or more requests are made on the same day, priority shall be given to the employee with the most seniority.
9. Grant-funded employees who transition within the college to a non-grant-funded position who have earned, but unused vacation time will be paid out the remaining earned time during the next payroll period.
10. Non-grant-funded employees who transition within the college to a grant-funded position and who have accrued vacation time will be paid out all accrued but unused time during the next payroll period. Upon separation of employment, non-grant-funded employees will be paid all accrued but unused vacation.
11. Upon separation of employment, grant-funded employees will be paid all earned but unused vacation. Frontloaded vacation taken, but not yet earned, will be deducted from the final paycheck.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6269, 7295

**Implemented:** March 24, 2009

**Revised:** April 8, 2014; April 26, 2016 (Effective May 1, 2016)

## RVC Board Policy 3:30.050 Tax-Sheltered/Deferred Compensation Plans

All eligible, employees, excluding student workers, may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax sheltered annuities), 26 U.S.C. § 403(b), and Section 457 (deferred compensation), 26 U.S.C. § 457, of the *Internal Revenue Code*.

All vendors must provide certification to the College that they follow Internal Revenue Service (IRS) guidelines for administering 403(b) and 457 programs. The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6182

**Implemented:** July 27, 2004

**Revised:** April 8, 2014

## RVC Board Policy 3:30.060 Tuition Assistance

Rock Valley College may reimburse eligible employees towards the cost of tuition for the successful completion of prior approved course work or equivalent study. Such reimbursement is subject to the approval of the Vice President of Human Resources/Chief Human Resources Officer.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5670, 6249, 6682

**Implemented:** January 24, 2000; April 26, 2005; January 26, 2010

**Revised:** April 8, 2014

## **RVC Board Policy 3:30.070**

### **College-Sponsored Trainings, Seminars and Workshops**

Rock Valley College may sponsor mandatory training, seminars and workshops. Identified employees are expected to attend, and must notify their immediate supervisor regarding this obligation.

Employees may enroll in optional College-sponsored trainings, seminars and workshops, subject to obtaining prior approval from their immediate supervisor. When space is available in a seminar or workshop, the College division or department will not be charged for the employee's registration fee. A special fee for handouts and/or meals may be charged.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** AR 314

**Implemented:** April 8, 2014

**Revised:**

## RVC Board Policy 3:30.075

### Leave for Non College Sponsored In-Service Training and Workshops

An employee may request to be released from regular duties to attend in-service training and workshops without loss of pay. However, the College will provide compensation for hours worked during the employee's standard work schedule while participating in non-college sponsored in service training and workshops. The College will not pay overtime to travel, lodge, eat meals or attend workshops and/or in-service training requested by an employee.

Remuneration for expenses shall be according to Board policy.

Leave for in-service training or workshops shall be granted on the following basis:

- a. Appropriateness and/or applicability to job duties of employee requesting leave.
- b. Budgeting restrictions.
- c. Previous participation in similar program.
- d. Seniority.
- e. Best interests of the College as determined by the immediate supervisor and the appropriate Leadership Team member.
- f. Operational needs of the employee's department during the requested period of leave.

Requests to attend in-service trainings and workshops must be in writing and submitted to the immediate supervisor and the appropriate Leadership Team member for approval.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 1152, 1170

**Implemented:** September 4, 1973

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:30.080 Jury Duty/Compulsory Witness

Full-time and continuous part-time employees shall be granted time off without loss of pay for jury duty or to serve as a witness if subpoenaed. The employee shall notify their immediate supervisor as soon as possible after being subpoenaed or notified of jury duty.

The employee may retain any compensation or fees received for service as a juror or witness, and any reimbursement for travel expenses.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 2301

**Implemented:** March 24, 2009

**Revised:** April 8, 2014

## RVC Board Policy 3:30.090 Family and Medical Leave

### 1. Family and Medical Leave Defined

In accordance with and subject to the Family and Medical Leave Act of 1993 (the "FMLA"), 29 U.S.C. § 2601 et seq., and the Public Community College Act ("PCCA"), 110 ILCS 805/3-29.1a, unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take unpaid, job-protected family and medical leave when the employee is unable to work because of the following reasons, as set forth and defined by the FMLA:

- a. The birth and first-year care of a child;
- b. The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c. To care for a child, parent or spouse who has a serious health condition;
- d. The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e. The existence of a qualifying exigency caused by the military deployment of an employee's spouse, child, or parent to a foreign country.; or
- f. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness.

An employee seeking unpaid family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under this policy, an employee must:

- a. have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- b. have been employed for at least 1,000 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- c. be employed at a worksite where Rock Valley College employs at least 50 employees within a 75-mile radius of that worksite.

Family and medical leave is unpaid, and may be taken intermittently or continuously, depending on the specific circumstances. However, employees will be required to use accrued applicable vacation, personal, sick, or family leave simultaneously with unpaid leave under this policy. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid.

### 2. Requesting Family or Medical Leave

An employee requesting family or medical leave is required to:

# Rock Valley College

- a. provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. If 30 days' notice is not practicable, or where the need for leave is not foreseeable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting or for denying the leave;
- b. within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. Failure to provide a satisfactory certification may result in a denial or postponement of the leave;
- c. provide periodic updates to the Vice President of Human Resources, Chief Human Resources Officer, or designee during the leave on the employee's status and intent to return to work, if requested by the College in accordance with the FMLA. The Human Resources Department may require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with the FMLA.

Any leave taken pursuant to this policy will be administered by the Human Resources Department in accordance with the FMLA, the PCCA, and their implementing regulations. In addition, this Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Implementing Procedures:** Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

**Reference:** Board Report 6575, 7886

**Implemented:** January 16, 2009

**Revised:** April 8, 2014; December 21, 2021

## RVC Board Policy 3:30.100 Military Leave

Rock Valley College employees who are members of any reserve component of the United States Armed Services should advise the College of their military status and training schedule/obligations in advance of pending military service.

Military leave will be administered pursuant to applicable State and Federal law, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("IERRA"), and the Illinois Public Community College Act ("IPCCA"). The College will process and administer compensation and benefits during military leave in accordance with applicable law and administrative guidelines. To the extent the language in this Policy conflicts with USERRA, IERRA, and/or the IPCCA, the College will apply the requirements of USERRA, IERRA, and/or the IPCCA.

The College will establish procedures implementing this Policy.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6331, 7619

**Implemented:** March 24, 2009

**Revised:** June 25, 2019

# Rock Valley College

## RVC Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA)

Rock Valley College will grant employees up to a total of 12 workweeks of unpaid leave in any 12-month period to address issues arising from domestic or sexual violence in accordance with the *Victims' Economic Security and Safety Act* ("VESSA" or "the Act"), 820 ILCS 180/1, *et seq.*

Any employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, may take up to a total of 12 workweeks of unpaid leave during any 12-month period to address the violence by:

- A. seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;
- B. obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or
- E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

An employee needing leave under this Policy shall provide their immediate supervisor with at least 48 hours' advance notice of their intention to take leave, unless it is not practicable to do so. The College may require the employee to provide certification that leave is being taken for a reason permissible under VESSA and this Policy, including by requiring a sworn statement of the employee, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance, a police or court record, or other corroborating evidence. This information should be submitted to the Vice President of Human Resources/Chief Human Resources Officer, or their designee, for consideration.

# Rock Valley College

The College shall maintain confidentiality of all information pertaining to the use of leave under this Policy.

Leave under this Policy shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

If the basis for an employee's leave under this Policy also qualifies for FMLA leave, both leaves will run concurrently. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 6169, 7887

**Implemented:** March 24, 2009

**Revised:** December 21, 2021

## RVC Board Policy 3:30.120

### Special Leave of Absence for Full-Time Employees

A full-time employee who has been continuously employed with the College for at least 6 months may apply for a special unpaid leave of absence. This policy is only open to employees that have exhausted all paid time off and vacation. A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources/ Chief Human Resources Officer. The employee will be required to disclose the rationale and proposed length of time for this special leave request. Any leave of absence requested under this Policy of more than one calendar month in duration must be approved by the President. If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval.

During the first month, the employee will continue to accrue vacation, sick, and personal time, and will continue to pay the employee portion of their Medical and Dental Insurance plus any voluntary coverages they have elected. After an employee has been on a leave of absence under this Policy for more than one calendar month, the employee (a) shall no longer accrue sick leave and/or vacation~~(OO:OO)~~; (b) shall be required to pay both the employee's and the College's share of all health and major medical insurance premiums; (c) shall pay all life insurance premiums; and (d) shall no longer accrue any other designated benefits. Insurance coverage shall be discontinued if the employee elects not to pay the full premium as set forth above.

Where applicable, the College will run an employee's leave entitlement under the *Family and Medical Leave Act* ("FMLA") concurrently with any leave granted under this Policy, and will give priority to leave guidelines as stated in FMLA.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 2300-A

**Implemented:** September 4, 1973

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:30.150 Bereavement Leave

Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) may take bereavement leave under this Policy.

In accordance with the Illinois Family Bereavement Leave Act ("the Act"), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, of which three (3) of those workdays will be paid, in the event of:

1. the death of an employee's covered family member. For purposes of this Policy, the term "covered family member" shall include the employee's child, stepchild, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, spouse, an individual living in the employee's household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, a miscarriage, or a stillbirth.

An employee requiring need under this Policy must give at least 48 hours' advance notice to their immediate supervisor of the need for leave unless doing so is not reasonable or practicable.

If an employee experiences more than one of the events listed above in a 12-month period, the employee is entitled to a maximum of 6 weeks of unpaid leave within that 12-month period. All leave taken under this Policy must be completed within 60 days after the employee receives notice of the event giving rise to the need for leave.

The College reserves the right to require employees to provide reasonable documentation of the need for leave taken under this Policy. However, the College shall not require any employee to identify which category of event has occurred which necessitates the basis for leave.

# Rock Valley College

If an employee is separately eligible for leave under the Child Extended Bereavement Leave Act (820 ILCS 516), the employee shall be given unpaid leave pursuant only to that Act and not this Policy.

The College shall adopt administrative procedures to implement this Policy. Where applicable, this Policy will be administered with the College's collective bargaining obligations.

**Reference:** Board Reports 7395, 7898, 8002

**Implemented:** March 28, 2017

**Revised:** January 25, 2022; December 13, 2022

# Rock Valley College

## RVC Board Policy 3:40.010 Compensation Philosophy: Non-Union Employees

Rock Valley College intends to provide a fair and equitable compensation package to all non-union employee groups to the extent possible. The compensation package will include wage, benefits (if applicable) and working conditions. In making compensation decisions, the College will consider the impact of such decisions on the College's students. The College acknowledges that providing a competitive compensation package is a key component in the College's approach to recruiting, retaining and motivating employees.

The College's compensation programs will be guided by the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- Administer pay equitably and consistently;
- Establish appropriate compensation procedures:

**Reference:** Board Reports 6650, 6650-2

**Implemented:** October 27, 2009

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:40.020

### Salary Program: Non-Union Employees

The Administration will ensure appropriate administration of a salary program for all non-union Rock Valley College employees. The Administration will maintain procedures to facilitate administration of the salary program. The Board shall be informed of the salary program of the President, on an annual basis, as specified in their contract. A salary program recommendation will be provided by Administration to the Board of Trustees on an annual basis for Non-Union employees.

**Reference:** Board Reports 6979, 6902, 6903, 6411, 6555, 6634, 6635, 7036

**Implemented:** April 8, 2014

**Revised:**

# Rock Valley College

## RVC Board Policy 3:40.030 Employees Serving as Instructors Arts and Sciences/Career Education (AS/CE)

Subject to supervisory approval, non-faculty employees of Rock Valley College who are qualified and who have been requested by an academic department to teach a specific course in Arts and Sciences or Career Education may teach classes outside of their regular work hours. Any employee wishing to engage in instruction during regular work hours must submit a schedule of work hours to be made up to their immediate supervisor for approval and sent to Human Resource Department prior to the start of instruction.

Where applicable, this Policy will be administered with the College's collective bargaining obligations.

**Reference:** Board Report 6628

**Implemented:** June 30, 2009

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:40.040 Temporary Employees

Rock Valley College will employ temporary employees as needed. Temporary employees are employees who are hired for a definite duration of no more than 180 days.

Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for College-provided benefits.

Temporary assignment extensions and additional pay considerations may be adjusted upon written request to the Vice President of Human Resources/ Chief Human Resources Officer.

This Policy will be administered consistent with the College's collective bargaining agreements where applicable.

**Reference:** Board Reports 6628, 7584

**Implemented:** February 27, 1978

**Revised:** April 8, 2014; January 29, 2019

## RVC Board Policy 3:40.050 Shift Differential

Full-time, non-exempt employees will qualify for differential pay for work performed during the second or third shift. The amount of the shift differential will be approved by the Board of Trustees.

This Policy will be administered consistent with the College's collective bargaining agreements where applicable.

**Reference:** Board Report 2431

**Implemented:** June 22, 1974

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:40.060 Overtime/Compensatory Time

Rock Valley College will fully comply with its obligations under the *Illinois Minimum Wage Law* ("IMWL"), 820 ILCS 105/1 et seq., and the *Fair Labor Standards Act*, ("FLSA") 29 U.S.C. §201 et seq.

The work week shall begin at 12:00 a.m. on Monday and end on the following Sunday at 11:59pm. "Overtime" is time worked in excess of 40 hours in a single work week. Holidays, vacation, compensatory time and other leave time (whether paid or unpaid) do not count towards hours worked for purposes of determining overtime. Non-exempt employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked in a work week consistent with the FLSA and IMWL.

The College discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's prior written approval.

The Administration is authorized to adopt and maintain procedures regarding overtime and compensatory time. In the event of a conflict between this Policy and state or federal law, the law shall control. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 6157, 6220

**Implemented:** March 24, 2009; January 25, 2005

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:10.010

### Equal Employment ~~Opportunity~~ Opportunity

It is the policy of Rock Valley College to provide equal opportunity in ~~all its admissions,~~ employment ~~decisions and educational programs and activities~~ consistent with federal and state law. Discrimination is ~~thus~~ prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, ~~work authorization status,~~ sex, age, physical or mental disability, marital status, order of protection status, ~~protected characteristics consistent with the Illinois Human Rights Act~~ ~~sexual orientation, gender-related identity (including gender expression and gender questioning), pregnancy, actual or perceived decisions regarding reproductive health, family responsibilities, veteran military 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 ~~employment~~ 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 Rock Valley College 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~~ ~~(see Board Policy 2:10.095)~~ in the workplace should bring these concerns to the attention of the Human Resource 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 from employment with Rock Valley~~ the College. ~~In addition, retaliation against any person for making a report of or participating in an investigation regarding unlawful discrimination is strictly prohibited.~~

**Reference:** Board Report 6977

**Implemented:** February 27, 2013

**Revised:** April 8, 2014

*RVC is an equal opportunity educator and employer.*

**Commented [TH1]:** Do we need to keep discrimination in this policy as we will be suggesting a new "Non-Discrimination and Anti-Harassment" policy

**Commented [JL2R1]:** We recommend cross-referencing to the new policy rather than deleting—it is not duplicative since this applies to equal employment opportunities.

# Rock Valley College

## RVC Board Policy 3:10.020

### Prohibiting Sex-Based Misconduct (MOVED TO 2:10.035)

#### I. Policy Statement

~~Rock Valley College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation, and gender-related identity and expression, pregnancy, and other protected characteristics related to sex under federal, state, or local law. The College prohibits all forms of sex-based misconduct, including, but not limited to, sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of protected characteristics under its sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Non-Discrimination Students Policy and Equal Employment Opportunity Policy.~~

~~It is the policy of Rock Valley College to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.~~

~~Individuals Employees or students found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College. Contractors, visitors, and any other third parties found to have engaged in prohibited misconduct will be addressed in accordance with the authority of the College in the context of the relationship of the third-party to the College.~~

#### II. Title IX Compliance

~~As required under Title IX and its implementing regulations, the College does not discriminate on the basis of sex and prohibits sex discrimination in the education programs and/or activities that it operates. This requirement not to discriminate extends to admission and employment.~~

~~The College has designated the Dean of Students and Executive Director of Human Resources as the Title IX Coordinator(s), who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.~~

*RVC is an equal opportunity educator and employer.*

Formatted: Strikethrough

Commented [HJ3]: @RVC - we recommend relocating this policy, since it is applicable to all employees, students, and any other individual over which the College has disciplinary/remedial authority. This is better treated as a College-wide policy.

Commented [TH4]: This policy was included in the Sept 2025 presentation to the Board of Trustees for relocation to Article 2 Operations (2:10.035)

Commented [JL5R4]: If this policy is duplicative, it should be removed from this Article.

# Rock Valley College

## III. Retaliation Prohibited

~~Retaliation, including intimidation, threats, coercion, adverse educational or employment actions, or discrimination against any person because they have, in good faith, reported or disclosed alleged discrimination, filed a complaint, or otherwise participated or declined to participate in an investigation into allegations of discrimination, is strictly prohibited. Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.~~

## IV. Implementing Procedures

~~The College will establish, maintain and publish procedures implementing this Policy, which set forth:~~

~~The application and scope and jurisdiction of the College's prohibition on sex-based misconduct;~~

~~Definitions of prohibited conduct and a definition of consent;~~

~~Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;~~

~~Rights and Options for assistance by the College, law enforcement, a medical facility, or a crisis center following an incident of sex-based discrimination, harassment or other misconduct;~~

~~Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one an elected official by another elected official;~~

~~— Responsibilities of College employees with regard to reporting, forwarding, and/or keeping confidential allegations of discrimination, as applicable;~~

~~The College's response to reports of alleged sex-based misconduct;~~

~~The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;~~

~~— Potential sanctions that may be imposed following the implementation of the College's grievance procedures and limits on those sanctions;~~

~~Prevention and education programming provided to College students; and~~

~~Training and education provided to the Title IX Coordinator(s), Department of Human Resources, campus law enforcement, Responsible Employees and anyone else~~

*RVC is an equal opportunity educator and employer.*

## Rock Valley College

~~involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other sex-based misconduct, or involved in the referral or provision of services to survivors.~~

**Reference:** Board Report(s) 6924, 7318, 7325, 7493, 7770

**Implemented:** August 29, 2012 (3:10.020) April 8, 2014 (4:10.020)

**Revised:** April 8, 2014 (3:10.020); August 23, 2016; March 27, 2018; November 24, 2020

# Rock Valley College

## RVC Board Policy 3:10.030

### Access to Personnel Files

Rock Valley College maintains a personnel file on each employee. All personnel files are maintained, disseminated, and inspected consistent with the *Illinois Personnel Record Review Act*, 820 ILCS 40/1 et seq., the *Illinois Local Record Act*, ~~5 ILCS 20350~~ ILCS 205/1 et seq., and other applicable state and federal laws.

The Human Resources department will make all reasonable efforts to coordinate a reasonable time for employees to examine items in their own personnel file ~~within three (3) working days within accordance with applicable law and/or the collective bargaining agreement~~ within three (3) working days ~~upon receipt of the~~ upon receipt of the employee's written request to the Vice President of Human Resources ~~or Chief Human Resources Officer~~ or designee.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report(s) 6478, AR 314, 8031 (Amended)

**Implemented:** November 27, 2007

**Revised:** April 8, 2014, April 25, 2023

**Commented [AT6]:** Robbin Schwartz recommended using exact language from the Illinois Personnel Record Review Act. The College will maintain the standard of 3 working days per Board Report 8031.

# Rock Valley College

## RVC Board Policy 3:10.040

### Copyright

Rock Valley College shall make every effort to comply with ~~applicable United States~~ copyright law, ~~including, but not limited to, as set forth in~~ the Copyright Act of 1976, 17 U.S.C. 101 et seq. and its amendments ~~and any new acts or amendments enacted in the future, as well as international copyright laws~~. All ~~of Rock Valley the~~ College's employees (faculty and staff), anyone officially performing duties on behalf of ~~Rock Valley the~~ College, and ~~Rock Valley the~~ College's students (enrolled in credit or non-credit courses) are expected to comply with all applicable copyright laws.

~~Rock Valley The~~ College will make available to its community (faculty, staff and students) ~~reasonable~~ information about copyright law in order to promote compliance.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6861, 6862

**Implemented:** February 28, 2012

**Revised:** April 8, 2014

# 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~~The 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 ~~C~~college.

The provisions of Board Policy 1:10.010 Section 6 shall apply to all College employees.

Infractions of the standards, including, but are not limited to, violations of the ~~C~~college's 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 ~~the College~~Rock Valley College.

**Reference:** Board Report 6122

**Implemented:** November 25, 2003

**Revised:** April 8, 2014

# Rock Valley College

## ~~RVC Board Policy 3:10.060~~

### ~~Corporal Punishment~~

~~Inflicting bodily harm upon an individual for disciplinary purposes (corporal punishment) is strictly prohibited throughout Rock Valley College.~~

~~Nothing contained in this policy is intended to prohibit any justifiable use of reasonable forces as established and interpreted by applicable law. In addition, nothing contained in this policy is intended to affect any policy, procedure, regulation, rule or law which governs the operations and functions of the Rock Valley College Police Department or officers employed by the Department.~~

~~Reference: Board Report 6066~~

~~Implemented: May 27, 2003~~

~~Revised: April 8, 2014~~

Formatted: Strikethrough

**Commented [TH7]:** Please explain why this policy is being recommended for deletion. If someone does use bodily harm, where else are we protected in the Board Policies?

**Commented [JL8R7]:** Corporal punishment is an outdated concept, more applicable to K-12 student-discipline. The concern with respect to "bodily harm" is captured in what was the below policy 3.10.070 - Violence and Disruptive Behavior, now in Article 2, since any "infliction of bodily harm" would also be considered "violence."

**Commented [TH9R7]:** Violence and Disruptive Behavior is now 2:10.015

# Rock Valley College

## RVC Board Policy 3:10.070

### Violence and Disruptive Behavior (MOVED TO 2:20.015)

~~The Rock Valley College is committed to maintaining an educational environment free from violence, threats of violence, and disruptive behavior.~~

~~Violence and threats of violence include, but are not limited to, gestures or communications which a reasonable person would interpret as threatening physical harm to persons or property. Disruptive behavior is behavior which compromises the efficient and orderly operations of the College.~~

~~The College reserves the right to remove individuals from campus who are acting inconsistent with this policy. Further, individuals acting inconsistent with this policy may be subject to disciplinary action and/or criminal penalties. All members of the campus community are responsible for reporting conduct inconsistent with this Policy.~~

~~The College will take reasonable precautions to minimize the potential for workplace violence and disruptive behavior. Employees should immediately notify the Rock Valley College Police Department of any potentially threatening, disruptive, or uncomfortable situation.~~

**Reference:** Board Report 6621

**Implemented:** January 25, 2005

**Revised:** April 8, 2014

**Commented [LS10]:** @RVC - we recommend relocating this policy, since it is applicable to all employees, students, and any other individual. This is better treated as a College-wide policy.

**Commented [TH11]:** This policy was included in the Sept 2025 presentation to the Board of Trustees for relocation to Article 2 Operations (2:20.015)

**Commented [JL12R11]:** If this policy is duplicative, it should be removed from Article 3.

# Rock Valley College

## RVC Board Policy 3:10.080

### Oral English Proficiency

As required by Section 3-29.2 of the *Illinois Public Community College Act*, 110 ILCS 805/3-29.2, Rock Valley College will, in its hiring practices, assess the oral English proficiency of all persons providing classroom instruction to ensure that candidates can adequately communicate with their students. The College may, in its sole discretion, waive oral English proficiency requirements for any person who provides classroom instruction to students in foreign language courses only.

**Reference:** Board Report 6861

**Implemented:** February 28, 2012

**Revised:** April 8, 2014

**Commented [TH13]:** How formal is the assessment? What should the measurement be? We require a teaching demonstration for full time faculty that might assess this but we do not have the same requirement for adjunct instructors.

Is it necessary to have a similar policy for staff (non teaching individuals) as well?

**Commented [JL14R13]:** Under 110 ILCS 805/3-29.2, oral English proficiency assessments are only required for individuals providing classroom instruction. The Act does not put any requirements on the nature of the assessment, only that it ensures that individuals have or attain proficiency in English prior to providing classroom instruction. Such assessment should be standardized with measurable metrics to be as objective as possible, to prevent the appearance of bias. We can assist in creating a standard document, if it would be helpful.

We recommend keeping this policy consistent with the Act, which only requires an assessment for persons providing classroom instruction. We do not recommend having a similar policy for non-teaching individuals. Employers are prohibited from requiring proficiency in English, unless proficiency is related to the position. For example, requiring a groundskeeper to speak fluent English could be considered national origin discrimination.

**Commented [HJ15]:** RVC: This additional language mirrors the statute and may provide a helpful carveout to the policy in the event you wish to hire a foreign language teacher who is not orally proficient in English.

**Commented [TH16R15]:** Thank you, we accept this additional language.

# Rock Valley College

## RVC Board Policy 3:10.090

### Personnel Reports

Human Resources shall prepare and provide a Personnel Report at each regular monthly Board meeting ~~via a Board Report~~. The Personnel Report will contain all appointments, promotions, demotions, departures, lateral transfers, reclassifications, and retirements for all Rock Valley College employees who are classified as Administration, ~~Administration Leadership~~, and Faculty/Teaching specialists.

At the end of each fiscal year, Human Resources shall prepare an annual report to be provided to the Board which shall contain metrics on all full-time employees working for the College, ~~including such as total number of~~ employees ~~numbers~~, employee demographics, promotions, demotions, departures, lateral transfers, reclassifications, retirements, and turnover rates.

**Reference:** Board Report 5542, 7583

**Implemented:** January 26, 1998

**Revised:** April 8, 2014, January 29, 2019

**Commented [TH17]:** We believe this redundant as all Administration Leadership (VPs and Pres) are Administration as well

**Commented [TH18R17]:** Thank you, we accept this change.

**Commented [LS19]:** @RVC - Would there be any reason they would need to include other classifications of employees on this list?

# Rock Valley College

## RVC Board Policy 3:10.100

### Whistleblower Policy

Rock Valley College is committed to the highest ethical standards and conducting its operations in compliance with all federal and state laws and regulations. The purpose of this policy is to encourage all members of the College community to report allegations of internal wrongdoing and to provide assurance ~~that they will be protected from retaliation of confidentiality and anonymity~~ for such reporting in good faith pursuant to the Illinois Whistleblower Act, 740 ICLS 174/1 et seq. and the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/15, and other applicable state and federal laws.

For purposes of this policy, wrongdoing may include but is not limited to:

- (1) Crimes or violations of the law or governmental regulations;
- (2) Fraud or financial irregularity;
- (3) Improper use of College funds, property or assets;
- (4) Corruption, malfeasance, bribery, theft, coercion or blackmail;
- (5) Endangering the health or safety of an individual;
- ~~(4)(6)~~ Harming College property; and
- ~~(5)(7)~~ Other unethical conduct.

~~Upon receipt of a report of wrongdoing, the College will initiate an internal investigation. The College will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action by the College, and/or civil and criminal prosecution when warranted.~~

In accordance with the *Illinois Whistleblower Act*, neither the Board, nor employees of the College may retaliate against or make threats of retaliation against a whistleblower who has reasonable cause to believe that the information reported discloses a violation of a State or federal law, rule, or regulation, or for refusing to participate in an activity that they reasonably believe would result in a violation of a state or federal law, rule or regulation, or who disclosing the information in court, an administrative hearing, before a legislative commission or committee, or in any other proceeding.

Confidentiality of the whistleblower's identity will be maintained to the extent practicable within the limitations of the law, College policy, and the legitimate needs of the investigation.

*RVC is an equal opportunity educator and employer.*

**Commented [LS20]:** @RVC - removing because this is not the intention of this Policy.

**Commented [TH21R20]:** Thank you. We accept this change.

# Rock Valley College

## RVC Board Policy 3:10.100

### Whistleblower Policy

Whistleblowers who believe that they have been retaliated against may file a written complaint with the Vice President of Human Resources or the President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

[Reference: AR 314](#)

**Implemented:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:10.110

### Drug- and Alcohol-Free Workplace Policy

#### Purpose

Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace.

#### Scope and Enforcement

This Policy applies to all employees and all applicants for employment of the College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources/Chief Human Resources Officer is responsible for policy interpretation, administration, and enforcement.

#### Prohibited Conduct

The College prohibits the use, possession, distribution, sale, or manufacture of illegal drugs, cannabis (both recreational and medical) and its derivatives, controlled substances, alcohol, and unauthorized prescription drugs, which are not prescribed to the individual or are used in a way other than prescribed, in the workplace. This is prohibited on College property, including any worksite designated for the performance of work, in College-owned vehicles, while on duty or while acting in an official capacity on behalf of the College, and/or while participating in any College-sponsored activities. Alcoholic beverages are prohibited on College property, in College-owned vehicles, and while participating in any College-sponsored activities unless expressly authorized by the College President, in accordance with the Illinois Liquor Control Act of 1934 and any applicable local ordinances. Employees are, as a condition of employment, required to abide by this policy. All employees will receive a copy of this policy and will abide by this policy as a condition of employment.

The College reserves the right to order an employee to undergo drug and/or alcohol testing as part of pre-employment screening, upon reasonable suspicion that the employee is under the influence while on duty or while acting in an official capacity on behalf of the College, or for any other reason deemed necessary by the College and permitted by applicable federal and state law.

#### Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

*RVC is an equal opportunity educator and employer.*

**Commented [HJ22]:** @RVC - If you do not already have such a policy elsewhere, we recommend creating a Drug-Free Schools and Communities Act Policy in addition to this Drug- and Alcohol-Free Workplace Policy. We are able to provide a sample policy if needed.

**Commented [TH23R22]:** We are presenting the Drug Free Schools and Communities at the Sept COW under Article 2

**Commented [JL24R22]:** Confirmed, thank you.

**Commented [TH25]:** Where do we give out this policy? Need to add to New Hire Packet, Reference Employee Handbook and New Hire Orientation

**Commented [JL26R25]:** Yes, typically we recommend having the employee review and sign the policy during orientation. The acknowledgement should be retained in the personnel file.

# Rock Valley College

## RVC Board Policy 3:10.110

A. Desks, files, vehicles, equipment and other containers and property owned or leased by the ~~College Association~~ and which an employee is permitted to use during employment with the ~~College Association~~, are and remain the property of the ~~College Association~~.

Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property, unless otherwise allowed by the ~~Legal Drugs policy herein~~. Any such property reasonably suspected of having or holding such substances is subject to search by the ~~College Association~~.

B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

~~In compliance with the following, the College is committed to a: Drug-Free Workplace Act of 1988, 41 U.S.C. § 8101701, et seq.; Safe and Drug-Free Schools and Communities Act of 1994, 20 U.S.C. § 7101, et seq.; Code of Federal Regulations, 49 C.F.R. Part 40; Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1, et seq.; Right to Privacy in the Workplace Act, 820 ILCS 55/1, et seq.; Cannabis Regulation and Tax Act, Illinois Public Act 101-0027410 ILCS 705/1-1 et seq. Rock Valley College has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Rock Valley College employees and students, in addition to the security of the College's equipment and facilities. For these reasons, Rock Valley College is committed to the elimination of drug and alcohol use and abuse in the workplace. The purpose of this policy is to inform employees of the College's investigation, treatment and disciplinary policy relating to alcohol and drugs.~~

### Scope and Enforcement

~~This Policy applies to all employees and all applicants for employment of Rock Valley the College. The Human Resources (HR) department, under the direction of the Vice-President of Human Resources, is responsible for policy interpretation, administration, and enforcement.~~

### Disciplinary Action

Employees who test positive for drugs and/or alcohol in violation of this policy may be subject to disciplinary action, up to and including termination. Further, the College will discipline an employee up to and including termination for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the ~~College~~; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing or if employee provides a false sample to the drug screening/testing facility; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if,

RVC is an equal opportunity educator and employer.

**Commented [TH27]:** We noticed that association was listed multiple times in this section. Should this be replaced with college or perhaps a specific entity like the "Police Department"? (Especially regarding who conducts the search)

**Commented [JL28R27]:** Yes, this should be College. Thank you for catching this.

**Commented [LS29]:** @RVC - please advise if you would like us to create this policy, and we will do so.

**Commented [TH30R29]:** Yes please we would like you to create this policy

**Commented [JL31R29]:** After further review, we recommend removing this reference and adding language above to clarify the definition of "unauthorized prescriptions."

**Commented [TH32]:** Is it okay that this is broad, or should it specifically be the police or some "applicable authority"?

**Commented [JL33R32]:** We recommend keeping this broad, so there is not a challenge in the event the designated person/department is unavailable. This will help avoid an issue of employees claiming they don't need to comply with someone not listed in the policy.

# Rock Valley College

## RVC Board Policy 3:10.110

while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify HR of a conviction for violating any federal or state criminal drug statute.

In place of, or in addition to, any disciplinary sanctions for violation of this policy, the College in its sole discretion may require the employee to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program designated (approved?) by the College and approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Any employee who undergoes such a rehabilitation program will be required to complete and successfully pass a drug and alcohol test upon release from the program before returning to work. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance.

**Commented [TH34]:** Is it designated by the college specifically? If so are we liable for paying for it?

**Commented [JL35R34]:** This language is included to prevent any issues with an employee attempting to use a disreputable or fraudulent rehab program. The College is not required to pay for it. Insurance typically covers some, if not most, of the cost. We agree that "approved" is better verbiage, and less committal than "designated."

### **Notice of Convictions**

Any College employee or prospective employee who is convicted of a violation of any federal or state criminal drug statute must notify the Human Resources Department as soon as reasonably possible after such conviction. For purposes of this notice requirement, a conviction includes a finding of guilty; a no-contest plea; or a judgment entered by a judicial body for any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substance.

If the employee is directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract, the College shall give notice of the conviction to the federal agency with whom it has contracted or from whom it received the grant within ten (10) calendar days of receiving notification of conviction.

In accordance with the Illinois Human Rights Act, before taking any employment action, the College will review an employee or prospective employee's drug-related conviction to determine if: (1) there is a substantial relationship between the criminal offense and the employment sought or held; and (2) the continuation of employment involves an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. The College may consider the following factors during this review:

- The length of time that has passed since the conviction.
- The number of convictions.
- The relationship between the conviction and the individual's job duties or prospective job duties.
- The facts surrounding the conviction.
- The individual's age at the time of the conviction.

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

## RVC Board Policy 3:10.110

- Evidence of rehabilitation efforts.

### Employee Assistance

~~It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The College will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the College's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the College's drug and alcohol policy, nor will it excuse or limit the employee's obligation to adhere to the College's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. The College will assist and support employees who voluntarily seek help for drug or alcohol problems before they become subject to a drug test, discipline or termination under this or other College Policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers or otherwise accommodated as required by law.~~

~~Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with the Director of Employee Relations. College management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's personal health insurance group health plan.~~

~~Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow up tests if they held jobs that are safety sensitive or require driving, or if they have violated this Policy previously. When a drug test is initiated under this policy, the tested employee forfeits the opportunity to be granted a leave of absence for treatment, unless otherwise required by law, and will face possible discipline for any violation of this policy, up to and including discharge.~~

### Confidentiality

~~The results of any drug and/or alcohol test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis and the College. However, the College may use the results to decide upon what course of action, if any, shall be taken towards the tested individual. In addition, in the event of any legal or administrative proceedings involving the College and the tested individual, the College may utilize the test results in the prosecution or defense of said legal or administrative proceeding.~~

# Rock Valley College

## RVC Board Policy 3:10.110

### Drug and Alcohol Abuse Prevention Program

#### Drug and Alcohol Abuse Prevention Program

The College shall maintain a drug and alcohol abuse prevention program to inform all employees about: a) the health risks associated with drug and alcohol abuse; b) the College's intent to maintain a drug-free workplace; c) any available drug counseling, rehabilitation and employee assistance programs; and d) the penalties that may be imposed for violation of this policy.

**Commented [HJ36]:** @RVC - we recommend ensuring you have and maintain a drug and alcohol abuse prevention program in compliance with the Drug Free Schools and Communities Act.

#### Compassionate Use of Medical Cannabis Program Act

#### Compassionate Use of Medical Cannabis Program Act

In compliance with the Compassionate Use of Medical Cannabis Program Act, the College will not discriminate against an employee or applicant based solely on their status as a registered qualifying patient. The College will enforce its drug and alcohol free workplace policies in a non-discriminatory manner. Notwithstanding the foregoing, this policy prohibits the use or possession of medically prescribed cannabis in the workplace, and/or being under the influence of cannabis, as a qualifying patient under the Illinois Compassionate Use of Medical Cannabis Program Act, during the workday, on College property, in College-owned vehicles, and while participating in College-sponsored activities.

**Commented [TH37]:** Does this mean we need to keep a record of a card/document that permits them to use it at all (such as in a medical file)? Is this prohibited to ask until an incident arises?

**Commented [JL38R37]:** No, the College should not request an individual to self-identify as a "lawful user." This provision clarifies that the College will not penalize an employee solely for being a "lawful user." However, any such employee is still subject to the College's policies, which prohibit use/possession/under the influence while working or on campus.

#### Implementing Procedures

The College will establish and maintain procedures implementing this Policy. The Human Resources Department shall be responsible for the administration and implementation of this policy.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

#### Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

A. Desks, files, vehicles, equipment and other containers and property owned or leased by the Association and which an employee is permitted to use during employment with the Association, are and remain the property of the Association.

Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property, unless otherwise allowed by the Legal Drugs policy herein. Any such property reasonably suspected of having or holding such substances is subject to search.

**Commented [HJ39]:** @RVC - we recommend moving the vast majority of the information stricken below into procedures.

**Commented [TH40R39]:** Thank you. We have moved this information to the administrative procedures.

RVC is an equal opportunity educator and employer.

# Rock Valley College

## RVC Board Policy 3:10.110

~~by the Association;~~

~~B. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.~~  
~~Records~~

~~The College will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The College will not disclose these records to persons outside the College without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.~~

# Rock Valley College

## Work Rules

Employees should report to work fit for duty and free of any impairment by illegal drugs, marijuana or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and employees must promptly disclose any work restrictions to their supervisor. Whenever employees are working for the College, are operating any College vehicle, are operating a private vehicle in the course of employment with the College, are present on College premises, are conducting college related work offsite or are on call, they are prohibited from:

Using, possessing, buying, selling, manufacturing or dispensing an illegal drug or drug paraphernalia;

Being under the influence of alcohol, marijuana or an illegal drug as defined in this Policy; and

Possessing or consuming alcohol or marijuana.

Likewise, employees are prohibited from misuse of legal drugs when they are working for the College or are on call. Such misuse may include, without limitation, the use of legal drugs that have not been obtained legally, the use of a drug in a manner different than prescribed, and abuse of over the counter medications.

Rock Valley College will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked. Prescribed drug containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## Required Testing

Employees subject to the requirements of U.S. Department of Transportation regulations or the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS-265/1, et seq., shall be tested in accordance with the applicable regulations and statutory provisions, in addition to the testing and discipline provisions of this policy.

### Pre-employment

Applicants being considered for hire in safety sensitive positions such as Police and Maintenance, or positions requiring a Commercial Driver's License (CDL), must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

### Reasonable suspicion

Employees are subject to testing at any time a supervisor or other member of College management observes or reasonably suspects apparent workplace use of, possession of or impairment by illegal drugs, alcohol or marijuana. A member of the HR department or the Chief Operating Officer should be consulted before sending an employee for testing.

When reasonable suspicion testing is warranted, both the member of management and a member of the HR department will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours of the initial observations or, if not practicable within two hours, as soon as practicable thereafter. Refusal by an employee will be treated as a positive drug test result and will make the employee subject to discipline, including termination.

Under no circumstances will the employee be allowed to drive himself or herself to

*RVC is an equal opportunity educator and employer.*

**Commented [HJ41]:** @RVC - we recommend moving these specifics into procedures. We have covered the College's ability to conduct testing with a few short sentences earlier in the policy.

**Commented [TH42R41]:** Thank you. We have moved this information to procedures

**Formatted:** Body Text

# Rock Valley College

~~the testing facility. A member of Human Resources or management must transport the employee.~~

## ~~Post-accident~~

~~Employees are subject to testing when they cause or contribute to accidents that seriously damage a Rock Valley College vehicle, machinery, equipment or property or that injures or reasonably could have injured themselves or another individual. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including without limitation a College vehicle, lawn-mowing equipment or aerial/man-lift) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must begin within two hours following the accident or, if not practicable within two hours, as soon as practicable thereafter. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.~~

~~Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of Human Resources or management must transport the employee.~~

## ~~Collection and Testing Procedures~~

~~**Alcohol**—Employees subject to alcohol testing may be transported to a College-designated facility and directed to provide specimens. Alcohol tests may involve a breath, blood or saliva test, at the College's discretion. For purposes of this policy, positive test results generated by law enforcement or medical providers may be considered by the College as work rule violations.~~

~~**Marijuana and Other Drugs**— Applicants and employees subject to drug testing for marijuana and other drugs may be transported to a College-designated testing facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally-certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage. The laboratory will transmit all positive drug test results to a Medical Review Officer (MRO) retained by the College, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally-certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Rock Valley College until such time that the MRO has confirmed the test to be positive.~~

## ~~Consequences~~

~~Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply or retest in the future.~~

~~If the College determines that it will impose discipline on the basis that an employee is under the influence or impaired by illegal drugs, marijuana or alcohol, the College will afford the employee a reasonable opportunity to contest the basis of the College's determination.~~

RVC is an equal opportunity educator and employer.

# Rock Valley College

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be subject to discipline, up to and including termination. If the employee refuses to be tested, and the College believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. The College in its discretion may offer an employee the opportunity to return to work on a last-chance basis pursuant to a rehabilitation program based on mutually agreeable terms, which may include without limitation follow-up drug testing at times and frequencies determined by the College for a minimum of one year but not more than two years, as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended without pay pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management, a union representative (if requested and applicable), and Human Resources. Should the results prove to be negative, the employee will receive back pay for the time of suspension.

## Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed as required by law, among College management and supervisors on a need-to-know basis, and when relevant to a grievance, charge, claim or other proceeding initiated by or on behalf of an employee or applicant.

## Inspections

Rock Valley College reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation (if applicable) involved in this process. All employees, students and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

## Crimes Involving Drugs

Rock Valley College prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on College premises, while conducting College business, or while on call. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

The College reserves the right to take appropriate disciplinary action for illegal drug use, sale or distribution while off College premises and off duty. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five calendar days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow the College to review the nature of the charges and the employee's past record.

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

## Definitions

~~“College premises” includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Rock Valley College or any site on which the College is conducting business.~~

~~“Employee” includes, for purposes of this policy, any person receiving compensation to perform services for the College, including full-time employees, part-time employees, and independent contractors.~~

~~“Illegal drug” means a substance whose use or possession is controlled by federal law and that is not being used as prescribed by a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)~~

~~“Refuse to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate.~~

~~“Under the influence of alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or odors that reasonably cause a supervisor or other member of College management to conclude that an employee is impaired because of alcohol use.~~

~~“Under the influence of drugs” means a confirmed positive test result for illegal drug use or actions, appearance, speech or odors that reasonably cause a supervisor or other member of College management to conclude that an employee is impaired because of drug use. Such drug use may be of illegal drugs or legal drugs, including without limitation the use of legal drugs that have not been obtained legally, the use of a legal drug in a manner different than prescribed, and abuse of over-the-counter medications.~~

**Reference:** Board Policy 641, Board Report 6156, AR 314, Board Report 7674

**Implemented:** April 11, 1989

**Revised:** April 28, 2004; April 8, 2014; December 17, 2019

# Rock Valley College

## RVC Board Policy 3:10.120

### Conflict of Interest - Employees

All employees shall conduct themselves ~~and College business~~ in a manner that reflects the highest standards of ethical conduct, and in a manner that is 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.

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(j), 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.

The College reserves the right to modify an employee's position, including job duties and responsibilities, in order to avoid a conflict of interest under this policy.

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

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

activities similar to those of the College.

The following activities are prohibited under this Policy:

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).
- ~~2.3.~~ Using College stationary or letterhead in connection with outside activities, other than activities having a legitimate relationship to the performance of College business.
- ~~3.4.~~ 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.
- ~~4.5.~~ 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.
- ~~5.6.~~ 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.
- ~~6.7.~~ Using any College data or information for personal financial benefit to the employee or a member of the employee's immediate family.
- ~~7.8.~~ Using any College employee for any outside activity during normal work time for which he or she is receiving compensation from the College.
- ~~8.9.~~ 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.
- ~~9.10.~~ Obtaining personal financial gain from fellow employees, students, and persons doing business with the College in the course of outside employment.
- ~~10.11.~~ Accepting gifts, except those of nominal value (\$~~100~~~~25~~ or less), from any person doing, or seeking to do, business with the College.
- ~~11.12.~~ 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~~

*RVC is an equal opportunity educator and employer.*

## Rock Valley College

~~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.~~

**Reference:** Board Report 7574

**Implemented:** December 11, 2018

# Rock Valley College

## RVC Board Policy 3:10.160

### Remote Work Policy

#### Purpose

In compliance with the following:

- Fair Labor Standards Act
- Illinois Wage Payment and Collection Act
- Americans with Disabilities Act

Rock Valley College recognizes that certain employees may need be permitted to work at alternate work locations remotely as a regular part of their duties or for a short period of time, including without limitation to accommodate emergency situations such as temporary campus or building closures as long as the employee's performance or efficient operation of the College is not adversely affected. This policy will govern the conditions under which certain employees work at alternate remote work locations for all or part of their scheduled work week. Remote work arrangements may also will be granted by the College on a case-by-case basis at the request of an employee for a short duration or considered as a reasonable accommodation for qualifying employees.

#### Scope and Enforcement

This Policy applies to all eligible employees for employment of Rock Valley College. The Human Resources (HR) department, under the direction of the Vice President of Human Resources, Chief Human Resources Officer is responsible for this policy's interpretation, administration, and enforcement, consistent with the College's Remote Work administrative procedures.

#### Definitions

- ~~Alternate work locations:~~ approved locations, other than the employee's central workplace, where official College business is performed, such as satellite campuses.
- ~~Central workplace:~~ an employer's place of work where the employee is normally scheduled to work.
- ~~Remote work:~~ performing job duties for the College at locations other than the employee's central workplace, subject to the approval described in this policy.

**Commented [HJ43]:** @RVC - practically speaking, do you have any employees who work 100% remotely? If not, we recommend removing any reference to an entirely remote work schedule.

**Commented [LS44R43]:** @RVC - Per above, please ensure that this remote work policy aligns with the College's latest position.

**Commented [TH45R43]:** Thank you. We have reviewed these procedures and applicable documents.

**Commented [HJ46]:** @RVC - we recommend removing reference to granting remote work as a reasonable accommodation, as we generally do not recommend doing so, and any accommodation needs to be analyzed and granted on a case-by-case basis. We do not recommend preemptively committing the College to this position.

**Commented [TH47R46]:** Thank you. We accept this recommendation

**Commented [HJ48]:** @RVC - recommend reviewing these procedures to ensure they are up-to-date and accurately reflect current remote work practices.

**Commented [TH49R48]:** Thank you. We have reviewed these procedures and applicable documents.

# Rock Valley College

## Policy

Remote work is often a temporary work arrangement, and it is appropriate for only some employees and positions. No College employee is entitled to or guaranteed the opportunity to work remotely. Certain categories of positions may be ineligible for remote work, while others may require remote work on a regular basis.

Supervisors will consult with the HR Department to determine a position's eligibility for remote work arrangements. ~~For employees in eligible positions, supervisors will consult with the HR department as well as~~ to decide whether to approve remote work ~~for individual employees~~ on a case-by-case basis, ~~taking into consideration the likelihood of the employee succeeding in a remote work arrangement and the supervisor's ability to manage remote workers, among other relevant factors. The College reserves the right to revoke approval for remote work at any point because of concerns with an employee's performance or for operational reasons.~~

Employees who are approved to work remotely must perform ~~essentially~~ the same work they would perform in the central workplace in accordance with their job description, same established performance expectations, and any other agreed-upon terms and conditions of their employment. The College may require alternative timekeeping or other accountability measures as a condition of a remote work arrangement. An employee's classification, compensation, and benefits will not change ~~for an employee upon~~ approval for remote work.

When the College requires or permits an employee to work remotely and ~~does is~~ not able to provide the necessary equipment, the employee may be eligible for a recurring allowance or other reimbursement to cover ~~some portion of cell phone plan and/or internet expenses~~ eligible expenses. The Accounts Payable Department will provide reimbursements under the conditions provided in the College's Remote Work administrative procedures.

~~Employees are not eligible for reimbursement unless the College authorized or required the expenses and the employee submits a reimbursement request to the HR Department pursuant to those procedures.~~

**Reference:** Board Report 7735

**Implemented:** July 28, 2020

**Revised:**

**Commented [HJ50]:** @RVC - we recommend reviewing and updating these procedures consistent with the revisions to this policy.

**Commented [TH51R50]:** Thank you. We have reviewed and updated the administrative procedures

# Rock Valley College

## RVC Board Policy 3:10.270

### Service and Other Animals Policy (MOVED TO 2:20.120)

~~Rock Valley College recognizes the importance of allowing people with disabilities who require the use of service animals to receive the benefit of the work or tasks provided by such animals while on campus. As such, it is the College's policy of Rock Valley College to ensure that all individuals with disabilities who require the assistance of a service animal have an equal opportunity to access College property, courses, programs, and activities. The College Administration shall establish Procedures implementing this Policy.~~

~~Except as set forth in the Procedures implementing this Policy, service animals will be permitted to accompany individuals with disabilities in all public areas of the College. For purposes of this Policy, "service animal" is defined as set forth in the Americans with Disabilities Act ("ADA"). A service animal is a dog, or in certain circumstances, a miniature horse, that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The support provided by work or tasks performed by the service animal must be directly related to the individual's disability. Service animals whose sole function is to provide comfort or emotional support do not qualify as service animals under this Policy. Miniature horses may also be permitted on campus in certain circumstances where they have been individually trained to do work or perform tasks for the benefit of an individual with a disability.~~

~~Service animals must be under the control of the handler at all times. Service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents the use of these devices or unless these devices interfere with the service animal's safe and effective performance of the tasks it has been trained to perform. In such cases, the individual must still maintain control of the service animal by means of voice, signal, or other effective controls.~~

~~Students in need of a service animal on campus must contact Disability Support Services to request and manage their accommodations, including the need for a service animal on campus. Employees in need of a service animal on campus must contact Human Resources to request a reasonable accommodation allowing the presence of a service animal in the workplace.~~

~~Animals that do not satisfy the above criteria are strictly prohibited from all Rock Valley College owned and operated buildings and grounds property, except with prior authorization by Chief Operating Officer or designee.~~

~~The College reserves the right to remove and/or exclude any service animal from College property for legitimate and legally permissible public health or safety reasons.~~

RVC is an equal opportunity educator and employer.

**Commented [HJ52]:** @RVC - we recommend relocating this policy and making it a college-wide policy.

**Commented [TH53]:** Moved to operations article 2, vetted by cabinet on 8/11. Will be presented at September COW with Operations Article 2 (2:20.120)

**Commented [HJ54]:** @RVC - flagging that we recommend reviewing the procedures implementing this policy, specifically to ensure they adequately cover all individuals on campus (staff, students, public).

**Commented [TH55R54]:** We are currently reviewing these procedures

**Commented [HJ56]:** @RVC - please not that we do not recommend allowing the presence of emotional support animals on campus.

**Commented [TH57R56]:** Duty noted, thank you.

# Rock Valley College

## RVC Board Policy 3:10.270

~~In implementing this Policy, Rock Valley College complies with the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973, the Service Animal Access Act/White Cane Law, and all other federal and State laws pertaining to service animals and/or accommodations for individuals with disabilities.~~

**Reference:** Board Report 7788

**Implemented:** February 23, 2021

# Rock Valley College

## RVC Board Policy 3:20.010

### Job Posting and Hiring

It is the policy of Rock Valley College to employ the most qualified candidate for vacant positions. Regular full-time and continuous part-time positions will be posted upon approval to fill a vacancy. Vacant positions will be consistently advertised internally and externally to ensure that employees and other interested individuals are notified regarding employment opportunities at the College. Applications will be accepted through an electronic process. Rock Valley College is an Equal Employment Opportunity College and will comply with all applicable federal and state laws when posting and filling vacant positions.

The President shall have the authority to approve new hires and to assign employment start dates. ~~The Board shall approve the personnel report at each regular Board meeting via a Board report.~~ Should the President determine that it is in the best interests of the College to alter the full-time or continuous part-time position counts beyond the approved budget, the Board of Trustees shall be consulted in advance of any hiring.

This Policy will be administered consistent with 110 ILCS 805/3-42 and the College's collective bargaining agreement obligations where applicable.

**Reference:** [Board Reports 2299, 6328, AR 314, 8306, 8311](#)

**Implemented:** [September 4, 1973;](#) [April 4, 2006](#)

**Revised:** [April 8, 2014;](#) [July 22, 2025;](#) [August 26, 2025](#)

**Commented [LS58]:** @RVC - per instructions of Board Chair, this policy is being amended separately.

**Commented [TH59]:** Deletion of board approval per Board Chair and August 26<sup>th</sup> vote

# Rock Valley College

## RVC Board Policy 3:20.020

### Employment Classifications

~~The~~ Except as otherwise provided in a Collective Bargaining agreement the following job categories/employment classifications shall be used by the College:

#### Job Categories

Pursuant to the Fair Labor Standards Act ("FLSA"), all employees will be categorized as either:

- ~~Exempt:~~ Exempt employees will be compensated on a salaried basis and will not be eligible for overtime pay.
- ~~Non-exempt:~~ Non-exempt employees will be compensated on an hourly basis and will be eligible for overtime pay as provided in the FLSA.

#### Employment Classifications

- ~~Probationary/Introductory:~~ Employees who are within the first 90 days of employment or within 90 days after an internal transfer or promotion. The probationary/introductory period may be extended at the discretion of the Vice President of Human Resources/Chief Human Resources Officer.
- ~~Full-time:~~ Employees who work a minimum of 40 hours per workweek on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.
- ~~Continuous Part Time:~~ Employees who work a
- ~~Part-time:~~ Employees who work up to 25 hours less than 40 hours per workweek on a regular, semi-regular, or as needed basis.

#### Position Classifications

The following are the recognized position classifications of College personnel:

- ~~Faculty/Teaching Specialists (FAC):~~ Employees appointed to positions in the academic area by 9- or 10-month contracts and who are covered by the Collective Bargaining Agreement between the College and the Faculty Association.
- ~~Administrative/Professional Staff (ADM/PSA):~~ Non-grant employees who are appointed by way of fixed term contracts. Typically, these are full-time employees hired to work all year round 12 months.
- ~~Support Personnel:~~ Regular full-time classified employees who are employed for specific position assignments on a continuous basis.

RVC is an equal opportunity educator and employer.

**Commented [TH60]:** Does the Affordable Care Act and the cutoff of providing benefits contribute to the definition of part time vs full time (even in a temporary situation)?

**Commented [JL61R60]:** No, although they often coincide, there's no requirement to align these definitions with the ACA requirements. The ACA definition of full-time is 30 hours, or at least 130 hours per month, which is lower than the typical 40 hour definition.

**Commented [HJ62]:** @RVC - we recommend updating this list to ensure it accurately reflects the classifications of positions and bargaining units currently represented at the College. For example, the Fraternal Order of Police and the Support Staff Association appear to be missing from this list.

**Commented [TH63R62]:** Thank you. We have rewritten this policy below to include all classifications

# Rock Valley College

## RVC Board Policy 3:20.020

- ~~[Support Staff Association Personnel \(SSA\)](#)~~
- ~~[Fraternal Order of Police Personnel \(FOP\)](#)~~
- ~~[Educational Support Staff Personnel \(ESP\) Executive Assistants, who support Vice Presidents and/or serve in a confidential environments such as Human Resources and RVC Police Department.](#)~~

# Rock Valley College

## Employment Funding

- **Grant Personnel:** Full-time and part-time employees who are paid from state and/or federally subsidized funds. Grant personnel are hired for specific assignments as outlined in the approved grant. The terms and conditions of employment are defined in the grant.
- **Adjunct Instructors:** Adjunct instructors employed on a semester or less basis. Adjunct instructors teach a maximum of 12 CHE's per semester.
- **Continuous Part Time/Other Part-time Support Staff:** Part-time classified and/or administrative or professional staff that are either scheduled to work on a regular, continuous basis or are employed to work on specific assignments with a definitive ending date. Continuous Part Time and Other Part-time Support Staff are scheduled to work 25 hours or less per week, unless additional hours are approved by the Vice President of Human Resources/CHRO for a short-term period.
- **Temporary Employees:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the College may employ a temporary employee for a limited time period, as referenced in Board Policy 3:40.040, Temporary Employees.

Temporary employees usually work 20-25-hour weeks and are assigned in a specified area when extra help may be needed. The request for a temporary employee must be approved by the appropriate Leadership Team Member, the Chief Financial Officer and the Vice President of Human Resources, Chief Human Resources Officer. No temporary employee may begin employment prior to written notification from Human Resources.

Managers should make efforts to fill vacant positions in a timely manner. Temporary employees will be paid at rates established for temporary employment.

- **Student Workers:** The College provides student employment through two sources of funding:

1. RVC Student Employment Program – students are paid entirely through unsubsidized College funds.

2. Federal College Work Study Program (FCWSP) – students who demonstrate financial need are paid through this federally funded program. FCWSP employees are paid 75% from federal funds and 25% from College funds.

Student workers are hired through the Career Services Office financial aid office.

# Rock Valley College

## RVC Board Policy 3:20.020

### Employment Classifications Categories

Formatted: Strikethrough

#### **Probationary Positions**

Employees who are within the first 90 days of employment, or within 90 days after an internal transfer or promotion, are considered to be in their probationary period. The probationary period may be extended at the discretion of the Vice President of Human Resources/Chief Human Resource Officer.

#### **Grant Positions**

Rock Valley College employees who perform services funded by government or other external grant agencies are considered to be employed for a period not to exceed the duration of the grant funding period. Employment ends when the funding ceases, or sooner, should the program be terminated.

#### **FLSA Status**

The Fair Labor Standards Act (FLSA) is the federal regulation for employee working hours and pay standards. It determines the exempt or non-exempt status of job and overtime requirements.

An employee's FLSA status describes whether that employee is classified as exempt or non-exempt.

- **Exempt:** An exempt employee is not subject to FLSA overtime requirements. These workers typically receive an annual salary that does not change based on the number of hours worked.
- **Non-exempt:** A non-exempt employee is entitled to compensation – at 1.5 times their regular pay – for the hours they work beyond the standard 40-hour workweek.

#### **Employment Status**

- **Full-time:** Employees who work a minimum of 40 hours per week on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.
- **Continuous Part-time:** Employees who work 25 hours per week on a continuous basis. Continuous part-time employees are eligible for the benefits programs offered by the College. These employees are not eligible for SURS insurance.
- **Part-time:** The US Department of Labor defines part-time work as 34 hours or fewer per week.
- **Temporary:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the College may employ a temporary employee for a limited time period (no more than 180 days), as referenced in Board Policy 3:40.040, Temporary Employees. Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for college-provided benefits.

# Rock Valley College

## Work Group or Bargaining Units

The following are the recognized position classifications of college personnel:

- **Adjunct:** Adjunct instructors are employed on a semester basis and can teach a maximum of 12 CHEs per fall and spring semesters, depending on the duration of their course. Adjuncts can also teach a maximum of 6 CHEs during the summer semester, depending on the duration of the course.
- **Administration (ADM):** Administrative staff are line officers of the college who manage, conduct, and administer programs, staff, and operations of the board of trustees. Examples include the president, deans, directors, and managers.
- **Educational Support Staff (ESP):** Educational Support Staff are Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll.
- **Faculty (FAC):** The terms "faculty", "faculty member", or "full-time faculty member" shall mean individuals with nine-month employment contracts who have a standard academic year instructional workload of 30 CH/CHE (refer to Section 6.2 of the Faculty CBA), librarians and any full-time faculty member hired into existing or new faculty positions.

Library Faculty and Dental Hygiene Clinical Instructors

Library faculty will follow the same three-year tenured faculty process as teaching faculty. Library faculty shall be evaluated in the manner prescribed in all applicable sections of the faculty collective bargaining agreement.

- **Fraternal Order of Police (FOP):** The College recognizes the FOP Labor Council as the exclusive bargaining agent for all regularly employed full-time Police Officers, excluding the Sergeants, Part-Time Officers, Chief of Police, all other professional and non-professional employees, and any supervisory, managerial, confidential, and short-term employees as defined in Section 2 of the Illinois Education Labor Relations Act (IELRA).
- **Professional Staff Association (PSA):** According to the PSA Bylaws (Amended June 14, 2005, and Proposed changes September 8, 2020), "All full-time and continuous part-time exempt employees (excluding the employees who report directly to the President) shall be considered members of this Association."
- **Student Worker:** A student worker must not be classified as a high school student during the financial aid award period in which they are to be employed. They must be enrolled in a minimum six (6) credit hours in the fall or spring financial aid period in which they are employed; or in the case of summer, be enrolled for at least six (6) credit hours in summer terms or be enrolled in at least six (6) credit hours in in the fall award period immediately following. A student worker must be authorized to work in the United States, be an International Student who entered the country under an F-1, F-2, J-1, or J-2 VISA status, have obtained work authorization from the Designated School Official and must be receiving pay exclusively through RVC institutional funds. They cannot be in default on any student loans or owing Title IV monies. They must maintain satisfactory Academic Progress, have a complete financial aid file issued, and cannot be employed by RVC. A student worker must complete or be on track to complete the annual student worker training. They can work up to 20 hours per week regardless of the academic session, and this position is not eligible for

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

unemployment benefits.

- **Support Staff Association (SSA):** The College recognizes the Association as the exclusive bargaining agent for all full-time and part-time Educational Support Personnel (ESP). This excludes Executive Assistants who support Vice Presidents and/or serve in a confidential environment such as Human Resources, Career and Technical Education, Academic Affairs, and Payroll, and all supervisors, managerial, confidential, short-term, student and part-time academic employees defined by the Illinois Educational Labor Relations Act (IELRA).

**Reference:** Board Report 6978

**Implemented:** February 26, 2013

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:20.030

### Criminal Background Investigation

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to onboarding/employing any individual conducting official business on behalf of the College. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources/Chief Human Resources Officer or designee.

All criminal background investigations will be conducted by the Rock Valley College Human Resources Department.

Pursuant to the Illinois Human Rights Act, 775 ILCS 5/2-103.1, the Rock Valley College will not refuse to hire or take any other adverse employment action solely on the basis of a conviction record without first providing the individual notice and an interactive assessment of whether there is a substantial relationship between the conviction and the position, or if granting employment would involve an unreasonable risk to College property or to the safety or welfare of the College's students and employees.

**Reference:** Board Report 7989

**Implemented:** March 24, 2009

**Revised:** April 8, 2014, October 25, 2022

**Commented [TH64]:** We conduct background checks on volunteers who aren't employees of the college. Does this statement cover them?

**Commented [JL65R64]:** Yes, this statement would cover volunteers as well, since they are conducting business on behalf of the College.

**Commented [TH66]:** How do you measure substantial? Is relationship enough in this case?

**Commented [JL67R66]:** "Substantial relationship" is language contained within the IHRA, defined as: "whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position." For example, a conviction for embezzlement would be substantially related to a bookkeeper position. We don't recommend defining substantial relationship within the policy, as it should be at the discretion of the College on a case-by-case basis.

Additionally, the College can deny an applicant if their employment would create an unreasonable safety risk, which typically means that the applicant has a particularly severe and/or violent conviction.

# Rock Valley College

## RVC Board Policy 3:20.040

### Recruiting and Relocation Expense Reimbursements

~~The Rock Valley College~~ College may provide reimbursements for costs incurred by ~~interested~~ applicants ~~that in the process of~~ interviewing for ~~open~~ positions. Additionally, the College may reimburse newly hired employees for costs associated with relocating.

The amounts of ~~any~~ reimbursement will be determined by ~~College~~ Administration and ~~contained as set forth~~ in the ~~linked~~ Administrative Procedures. Due to inflationary and market- driven reasons, the amounts may need to be adjusted accordingly.

**Reference:** Board Reports 6519, 6520

**Implemented:** June 24, 2008

**Revised:** April 8, 2014; July 26, 2022; January 24, 2024

# Rock Valley College

## RVC Board Policy 3:20.050

### Workers's Compensation

All paid employees of ~~the~~ Rock Valley College will be covered under the provisions of the *Illinois Workers' Compensation Act*, 820 ILCS 305/1 et seq., for all job-related injuries covered by the Act. An employee's *Family and Medical Leave Act* leave entitlement will be applied to any worker's compensation absence to the extent permitted by law.

~~Workman's~~Workers' Compensation claims will be reviewed and considered by the Vice President of Operations/Chief Operations Officer or designee.

~~Recommendation of a~~Assignment of light duty work, based on medical documentation, shall be provided to the Human Resources Benefits Office and reviewed~~will be at the sole discretion of the College, as determined by the Vice President of Administrative Services or designee~~ in consultation with the employee's supervisor.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: [AR 314](#)

Implemented: ~~April 8, 2014~~March 24, 2009

Revised: April 8, 2014

Formatted: Font: Not Bold

Formatted: Font: Not Bold

# Rock Valley College

## RVC Board Policy 3:20.060

### Tardiness and Absences

Any Rock Valley College employee who is tardy or absent shall notify their immediate supervisor within fifteen minutes, or earlier, based on departmental protocol, of the employee's normal starting time. In the areas where shift work is required, employees shall provide at least one hour notice to their supervisor.

Any College employee not properly reporting a tardy or absence may not be paid for the tardy or absence.

Any College employee who has been hospitalized or otherwise incapacitated due to illness for any time during an absence of for three or more consecutive scheduled work calendar days must provide a note from a health care provider/physician as a basis for pay for those three days, and must also provide a health care provider/physician's doctor's release prior to returning to work. The release must state that the employee is, in the judgment of the health care provider/doctor/physician, capable of returning to work as of a specified date. ~~The employee will not be allowed to return to work prior to the specified date, and the employee must return to work on the specified date an extension of the absence is required. Extensions must be approved by the appropriate Vice President.~~

The College reserves the right to terminate employment for a history of tardiness and absence, and/or for being absent three consecutive scheduled work days without proper notification.

This Policy shall be implemented consistent with all applicable state and federal law, as well as any applicable Collective Bargaining Agreements.

**Reference:** Board Reports 2303, 909, 150

**Implemented:** February 28, 2012

**Revised:** April 8, 2014

Commented [TH68]: ~~add which library is making the~~

Commented [TH69R68]: We will leave as is

# Rock Valley College

## RVC Board Policy 3:20.070

### Employee Discipline

The College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. It is the intent of Rock Valley College to foster optimum performance and otherwise assist all employees in successfully accomplishing their professional responsibilities. The College's Administration will utilize administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor, an alleged violation of Board Policy, or disciplinary sanctions.

Reasons for disciplinary sanctions include, but are not necessarily limited to, conviction of a serious crime or offense, dishonesty or theft, willful damage to College property, immorality or indecent conduct, falsification of records, unsatisfactory attendance, unsatisfactory work performance, insubordination, failure to comply with prior Board or administrative directives, violation of Board Policy, or any other act committed while a College employee, which is detrimental to the general welfare and ~~/or~~ best interests of the College, as determined by the College.

In connection with any allegation of misconduct, the College may suspend an employee with or without pay pending the outcome of the College's investigation of the allegation. The College will notify any employee who is suspended regarding with ~~pay of~~ the general nature of the allegations.

Recognizing that the preferred desired outcome of disciplining any employee is positive change in the employee's performance and/or conduct, the College may utilize the following disciplinary options:

- Step 1 - ~~Oral-Verbal~~  
Warning
- Step 2 - Written Warning
- Step 3 - ~~Final Written Warning and/or Written Warning and~~  
Suspension With /without Pay
- Step 4 - Dismissal

The College ~~fully~~ reserves the right to bypass any of these steps if, in the College's sole discretion, it determines that the severity ~~or repetitive nature~~ of the employee's ~~performance and/or~~ conduct, record of previous discipline, the length of service since the last documented offense, or other circumstances warrants a more severe level of discipline, up to and including immediate dismissal. ~~-~~

This Policy will be administered consistent with the College's collective bargaining

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

## RVC Board Policy 3:20.070

agreement obligations where applicable.

**Reference:** Board Report 6121

**Implemented:** March 24, 2009

**Revised:** April 8, 2014

# Rock Valley College

## ~~RVC Board Policy 3:20.080~~

### ~~Problem Resolution Policy for Educational Support Personnel (ESP) and Professional Staff Association (PSA)~~

~~Rock Valley College is committed to providing a fair and equitable working environment in which all individuals are treated with respect and dignity. The College's Administration shall develop administrative procedures for resolving alleged unfair or inappropriate treatment by a supervisor or an alleged violation of Board Policy.~~

~~Reference: Board Report 6548~~

~~Implemented: September 23, 2008~~

~~Revised: April 8, 2014~~

Formatted: Strikethrough

Commented [LS70]: @RVC - we recommend removal given formation of the support staff union. Additionally, it is our understanding that this may not be necessary.

Commented [TH71R70]: We moved the language to Employee Discipline 3:20.070 and agree with removal of this policy

Commented [JL72R70]: Confirmed, thank you.

# Rock Valley College

## RVC Board Policy 3:20.090

### Employment of Related Parties

The Board of Trustees is committed to ensuring the hiring and retention of the most qualified individuals for all positions and preventing nepotism and conflicts of interest at ~~the Rock Valley~~ College. In order to avoid both the reality and the appearance of nepotism in employment, related parties of College employees or Trustees may only be employed or hired as independent contractors under the following conditions:

No employment decision regarding an employee, applicant, or independent contractor may be made by a College employee or Trustee who is related to the employee, applicant, or independent contractor. This includes, but is not limited to, references, interviewing, hiring, any supervisory activity, evaluation, recommendation, compensation, other employment benefits, ~~or~~ termination or other adverse employment action.

For purposes of this policy, "related party" means members of the same family including a child, spouse, mother, father, brother, sister, stepchild, stepparent, grandchild, or grandparent (including the spouse of any of the foregoing) or people living in the same residence. People living in the same residence are individuals residing at the same US postal address.

If an employee becomes a related party of a subordinate, the individuals involved will be offered an opportunity for alternate employment. If neither person volunteers for alternate employment, the employee with the least seniority will be transferred to a different assignment at an equivalent level of pay, if applicable.

~~The~~ Any affected employee/employees are responsible for promptly notifying the College of a relationship that is covered by this Policy.

~~The written approval of the President will be necessary in making exceptions to this Policy~~ No exception shall be made to this Policy unless approved by the President in writing. Individuals who are employed by the College as of December 2013, will be excluded from this Policy in their current position. This Policy applies to the employment of full-time, part-time, temporary employees, and independent contractors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** AR 314 Board Report XXXX

**Implemented:** April 8, 2014

**Revised:**

*RVC is an equal opportunity educator and employer.*

**Commented [TH73]:** We noticed that this policy references supervision relationships but not being related and working in the same department together. Do you recommend that we add information to include this? We have had instances where family members have applied to work in the same department as their relative. There is nothing in writing that prohibits this (although we are fully aware that it is highly problematic)

**Commented [JL74R73]:** While having relatives in the same department can be problematic, in one way or another, this policy is focused on bias, or the appearance of bias, when a supervisor is related to a subordinate. A broad prohibition on any relatives working at the College can implicate certain protected characteristics, such as marital status. If there are issues between relatives, it should be addressed through the discipline process.

# Rock Valley College

## RVC Board Policy 3:20.100

### Physical Examinations and Fitness for Duty

#### Physical Examination

Designated positions at Rock Valley College may require an individual to meet certain physical requirements, such as weight restrictions and ~~cert~~ain-lifting requirements. For those positions, a physical examination will be required and the employee will be notified. The examination will take place at the College's expense.

#### Fitness for Duty

In instances where the employee exhibits manifestations of diminished capacity in their areas of responsibility and/or where the employee exhibits behaviors that pose a direct threat to the employee's own safety or the safety of others, the Board of Trustees reserves the right to request a Fitness for Duty examination by a Physician chosen by the College at the College's expense as a condition for continued employment at the College. The employee may designate a Board-Certified Physician to conduct the examination.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6330

**Implemented:** April 4, 2016

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:20.110

### Independent Contractors

Rock Valley College may retain the services of independent contractors as necessary. Employees of the College cannot also serve as independent contractors [of the College](#).

[This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.](#)

**Reference:** Board Policy 191  
**Implemented:** October 19, 1981  
**Revised:** April 8, 2014

**Commented [TH75]:** Is this policy more appropriate in Article 2 Operations? We believe this process is more of a primary function of Business Services

**Commented [JL76R75]:** We would recommend keeping it Article 3, since it mainly pertains to employees.

# Rock Valley College

## RVC Board Policy 3:20.120

### Changes in Job Titles and Organizational Restructuring

The Administration will periodically review job descriptions, job analysis and the College's organizational structure. ~~Recommendations on organizational restructuring changes will be made to the Board of Trustees as needed. The Administration shall share information concerning any substantive administrative reorganization with the Board of Trustees.~~

**Reference:** Board Report 6143

**Implemented:** February 24, 2004

**Revised:** April 8, 2014

**Formatted:** Character scale: 105%, Condensed by 0.1 pt

# Rock Valley College

## RVC Board Policy 3:20.130

### Separation of Employment

Rock Valley College reserves the right to terminate the employment of any College employee for any reason consistent with applicable state and federal law, and consistent with any applicable Collective Bargaining Agreement.

The Administration will maintain procedures on the employment termination process.

**Reference:** Board Reports 2386, 1224

**Implemented:** February 18, 1974

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:20.140

### Attendance of Faculty Members and Administrators at Commencement Exercises

Commencement exercises always fall on a day within the academic calendar approved by the Board. Attendance at these exercises are a part of the duties of certain administrators and all full-time faculty members.

Any ~~faculty member or designated~~ administrator ~~or faculty member~~ who is unable to attend commencement exercises because of illness, professional duties, or urgent personal business should request the appropriate leave.

**Reference:** Board Policy 96

**Implemented:** November 23, 1970

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:20.150

### Employee Recognition

[The Rock Valley College](#) values employees who provide outstanding service or contributions to the College, or who enhance the College's mission and educational reputation in the College community. The Administration will establish criteria and procedures for Employee Recognition.

**Reference:** Board Report 4820

**Implemented:** July 20, 1992

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:30.010

### Health and Life Insurance

The opportunity for coverage under a health insurance plan and group term life insurance policy will be made available to eligible employees. The extent of coverage and ratio of cost sharing for ~~non-collective bargained employees~~ ~~each employee~~ ~~group~~ will be determined by ~~college administration~~ ~~the Board of Trustees~~. The Board of Trustees reserves the right to modify or change insurance provisions and coverage, consistent with any collective bargaining obligations and applicable limitations in collective bargaining agreements covering ~~the Rock Valley~~ College's eligible employees.

The College's health insurance plan will be administered consistent with all provisions of the *Health Insurance Portability and Accountability Act of 1996* (HIPAA), and all other applicable federal and state laws.

This Policy will also be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5336

**Implemented:** May 20, 1996

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:30.020

### Health Insurance Portability and Accountability Act (HIPAA)

Rock Valley College will comply with all [applicable](#) requirements of the *Health Insurance Portability and Accountability Act of 1996* ("HIPAA"), including requirements for ensuring the security and privacy of individuals' medical information. The College is subject to the HIPAA Privacy Rule requirements as both a health plan, based on the College's flexible benefits spending plan, and as a plan sponsor based on the College's other health plans.

The College designates the Human Resources Department as the sole healthcare component of a hybrid entity in accordance with HIPAA. The College's Human Resources Department shall comply with all HIPAA obligations applicable to a health plan. The remainder of the College is designated as a non-healthcare component of the hybrid entity and not subject to the requirements of a health plan as defined under HIPAA. The College as a whole shall comply with all of its obligations under HIPAA which are applicable to a plan sponsor as defined under HIPAA.

The Administration is authorized to adopt procedures necessary to comply with the obligations of the hybrid entity status of the Human Resources Department, as well as the College's general obligations as a health plan sponsor.

**Reference:** Board Report 6148

**Implemented:** March 23, 2004

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:30.030

### Insurance Coverage for Full-Time Faculty Members Who Retire or Resign

Full-time faculty members ~~/teaching specialists (and other professional 9/10 month employees in similar situations)~~ who participate in ~~the Rock Valley~~ College's medical and dental group insurance plans at the time of retirement or resignation, and who leave the College no earlier than the last day of a spring semester but no later than August 31 of the same year shall:

- be allowed to continue in the College's Dental Plan until August 31 of the last year of ~~employment~~, and
- be required to make payments for the Dental Plan in the same amount as full-time faculty members.

For retirees, the retiree shall:

- be allowed to continue in the Medical Plan until August 31 of the year of retirement, and
- be required to make payments in the same amount as full-time faculty members or as other retirees, whichever is less costly to the retiree, through August 31 of the year of retirement.

For those who resign, the resignee shall:

- be allowed to continue in the Medical Plan as determined by COBRA, and have COBRA payments made by ~~the resignee~~ ~~the Board of Trustees~~ through August 31 of the year of resignation.

Full-time faculty members whose employment is terminated ~~by the College~~ shall not be allowed to continue in the College's Medical Plan or Dental Plan after the last day of the month of termination unless specifically required by COBRA, ~~applicable~~ ~~of~~ ~~other~~ State ~~or~~ Federal laws, or ~~any executed in the~~ termination agreement.

Group life insurance terminates on the last day of the month of employment.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5336

**Implemented:** May 20, 1996

**Revised:** April 8, 2014

*RVC is an equal opportunity educator and employer.*

**Commented [TH77]:** Is it permissible to have paid dental benefits only apply to retirees and not to resignees?

**Commented [JL78R77]:** Yes, however, keep in mind that the College must offer COBRA continuation for dental plans.

# Rock Valley College

## RVC Board Policy 3:30.040

### Vacation

~~The Board of Trustees~~ Rock Valley College recognizes that employees need opportunities for rest, relaxation and personal pursuits. Eligible employees earn and may use vacation leave as set forth below and as provided in the ~~vacation~~ procedures implementing this Policy.

Employee Status	Days of Vacation per Year	Maximum Number of Hours of Unused Time Accrued Hours Permitted to Annually Carry Over
Full-time Exempt, Non-Grant Funded	20 days of vacation per year. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Non-Exempt, Non-Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Exempt, Grant Funded	20 days of vacation per year. (Frontloaded with pro-rata time earned per pay period. 50% distribution on January 1 and the first business day of the grant period and 50% distribution on July 1 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None, as of the end of the contract period
Full-time Non-Exempt, Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Frontloaded with pro-rata time earned per pay period. 50% distribution on January 1 the first business day of the grant period and 50% distribution on July 1 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None, as of the end of the contract period

1. Vacation hours may be used for any reason of the employee's choosing.
2. Vacation hours must be taken in increments of no less than 2 hours per day.
3. Vacation hours shall be accrued on an ongoing pro-rata basis for non-grant funded employees.
4. Vacation hours shall be initially frontloaded and earned on an ongoing pro-rata basis for grant-funded employees.
5. Written requests for vacation leave must be submitted to the immediate supervisor who will approve and forward to be forwarded to

RVC is an equal opportunity educator and employer.

**Commented [HJ79]:** @RVC - we recommend ensuring your employee handbook and all other iterations/policy statements on vacation leave are consistent with these revisions and the Paid Leave for All Workers Act.

Please also note that pursuant to the Act, you must notify your employees of any changes made to paid leave policies. We recommend notifying College employees of this policy's update after it has been adopted by the Board of Trustees.

**Commented [TH80R79]:** Thank you. We will make sure we are in compliance with these suggestions

**Commented [HJ81]:** @RVC - are the hours available as they accrue, are they frontloaded, or does this depend on the type of position? We recommend making it clear in the policy when certain employees are able to access vacation hours. Note that the PLFAWA requires that employees be able to begin using earned paid leave time no later than 90 calendar days after commencement of employment.

**Commented [TH82R81]:** They are frontloaded. Please see our additional language

**Commented [HJ83]:** @RVC - the PLFAWA requires that employees be allowed to make such requests either orally or in writing.

**Commented [TH84R83]:** Understood, thank you.

# Rock Valley College

## RVC Board Policy 3:30.040

- Payroll. If an employee makes the initial request for vacation leave orally, the employee must provide written notice of the request to their immediate supervisor as soon as possible.
- ~~2.6.~~ If an employee's need for leave under this Policy is foreseeable, the employee must make the request for leave at least 7 calendar days in advance. If an employee's need for leave under this Policy is unforeseeable, the employee must provide notice as soon as practically possible after the employee is aware of the need for leave.
7. The College may deny an employee's request for leave under this Policy in order to ensure that the College's operational needs are met during the requested time period.
- ~~3.8.~~ Generally, the earliest request for time off takes priority. If two or more requests are made at the same time on the same day, priority shall be given to the employee with the most seniority.
4. Vacation shall be granted to the employee's preference as long as necessary staff is maintained to meet operation requirements. During vacation periods, work assignments shall be shared.
- ~~9.~~ Requests cannot be submitted more than one year from the date of request.
10. Grant-funded employees who transition within the college to a non-grant-funded position who have earned, but unused vacation time will be paid out the remaining earned time during the next payroll period.
- ~~5.~~ Non-grant-funded employees who transition within the college to a grant-funded position and who have accrued vacation time will be paid out all accrued but unused time during the next payroll period.
11. Upon separation of employment, non-grant-funded employees will be paid all accrued but unused vacation.
- ~~6.12.~~ Upon separation of employment, grant-funded employees will be paid all earned but unused vacation. Frontloaded vacation taken, but not yet earned, will be deducted from the final paycheck.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6269; 7295

**Implemented:** March 24, 2009

**Revised:** April 8, 2014; April 26, 2016 (Effective May 1, 2016)

# Rock Valley College

## RVC Board Policy 3:30.050

### Tax-Sheltered/Deferred Compensation Plans

All eligible, ~~non-student employees, excluding student workers,~~ may participate in tax-sheltered annuity and/or deferred compensation programs through payroll deduction in accordance with Section 403(b) (tax sheltered annuities), 26 U.S.C. § 403(b), and Section 457 (deferred compensation), 26 U.S.C. § 457, of the *Internal Revenue Code*. ~~The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.~~

All ~~companies vendors~~ must provide certification to the College that they follow Internal Revenue Service (IRS) guidelines for administering 403(b) and 457 programs. The Board of Trustees assumes no liability for the investment decisions of any 403(b) or 457(b) vendors.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6182

**Implemented:** July 27, 2004

**Revised:** April 8, 2014

**Commented [TH85]:** What does this mean? Does this mean a "non student" at Rock Valley College or another institution? Or is the intention to exempt student workers? If so, we would like to reword this to "all eligible employees excluding student workers"

**Commented [JL86R85]:** This excludes Rock Valley College student employees/interns from participating in deferred compensation plans. We made the requested change.

# Rock Valley College

## RVC Board Policy 3:30.060

### Tuition Assistance

The Rock Valley College ~~will~~ may reimburse eligible employees ~~towards~~ for the cost of tuition for the successful completion of prior approved course work or equivalent study, ~~not to exceed the amount approved by the Board of Trustees for the fiscal year.~~ Such reimbursement is subject to the approval of the Vice President of Human Resources ~~and~~ Chief Human Resources Officer.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 5670; 6249; 6682

**Implemented:** January 24, 2000; April 26, 2005; January 26, 2010

**Revised:** April 8, 2014

**Commented [TH87]:** We had an in depth conversation about this and more employees are using this benefit. If we remove board approval of the budget amount, could we transfer funds from other budgets to cover additional costs?

**Commented [JL88R87]:** We would recommend discussing these changes with Ellen Olson before making substantive changes to how this is funded.

# Rock Valley College

## RVC Board Policy 3:30.070

### College-Sponsored Trainings, Seminars and Workshops

~~The Rock Valley College will may sponsor mandatory training, seminars and workshops. Identified employees are expected to attend, and must notify their immediate supervisor regarding this obligation, subject to obtaining prior approval from their immediate supervisor.~~

~~Subject to obtaining prior approval from their immediate supervisor, E~~employees may enroll in optional College-sponsored trainings, seminars and workshops, ~~subject to obtaining prior approval from their immediate supervisor.~~ When space is available in a seminar or workshop, the College division or department will not be charged for the employee's registration fee. A special fee for handouts and/or meals may be charged.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** [AR 314](#)

**Implemented:** ~~March 24, 2009~~ [April 8, 2014](#)

**Revised:** [April 8, 2014](#)

# Rock Valley College

## RVC Board Policy 3:30.080

### Jury Duty/Compulsory Witness

Full-time and continuous part-time employees shall be granted time off without loss of pay for jury duty or to serve as a witness if subpoenaed. The employee shall notify their immediate supervisor as soon as possible after being subpoenaed or notified of jury duty.

The employee may retain any compensation or fees received for service as a juror or witness, and any reimbursement for travel expenses.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 2301

**Implemented:** March 24, 2009

**Revised:** April 8, 2014

**Commented [HJ89]:** @RVC - flagging that this policy allows an employee who has been subpoenaed to testify in a case against the College to receive pay for their time doing so. If this is in line with the intent of the policy, no changes are needed. If you do not want to compensate an employee for testifying against the College, we recommend including the following language: "except in cases where the employee is subpoenaed to serve as a witness in a case brought against the College."

**Commented [TH90R89]:** Does this put us at liability to make the employee share why they are testifying? We are a bit uncomfortable with getting someone to divulge this information and then tracking their time testifying in this manner. We would like a more detailed explanation of the implications of this before deciding upon this.

**Commented [JL91R89]:** In practice, the employee should be asked to provide documentation showing a jury summons or subpoena, as applicable. The subpoena will state the parties involved in the lawsuit as well as the date the individual is required to testify.

# Rock Valley College

## RVC Board Policy 3:30.090

### Family and Medical Leave

#### 1. FAMILY AND MEDICAL LEAVE DEFINED:

In accordance with and subject to the *Family and Medical Leave Act of 1993* (the "FMLA"), [29 U.S.C. § 2601 et seq.](#), and the *Public Community College Act* ("PCCA"), [110 ILCS 805/3-29.1a](#), unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take unpaid, job-protected family and medical leave when the employee is unable to work because of the following reasons, as set forth and defined by the FMLA:

- a. The birth and first-year care of a child;
- b. The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c. To care for a child, parent or spouse who has a serious health condition, ~~as these terms are defined by the FMLA;~~
- d. The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e. The existence of a qualifying exigency caused by the military deployment of an employee's spouse, child, or parent to a foreign country, arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty service). "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities as provided in the FMLA regulation; or
- f. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. ~~A "covered servicemember" means (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. Covered veteran means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.~~

**Commented [HJ92]:** @RVC - please confirm you use a rolling 12-month rather than a fixed 12-month calendar.

**Commented [AT93R92]:** RVC does use a rolling 12-month.

**Commented [HJ94]:** @RVC - we recommend removing these definitions from the policy because they are lengthy and unnecessary to include in a policy document. These can be included in procedures, but it is not necessary because the policy already states that the College will comply with the FMLA.

**Commented [TH95R94]:** Thank you. We accept this recommendation

# Rock Valley College

An employee seeking unpaid family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under this policy-FMLA, an employee must:

- have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- have been employed for at least +250-1,000 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- be employed at a worksite where Rock Valley College employs at least 50 employees within a 75-mile radius of that worksite.

~~To be eligible for family and medical leave under the PCCA, an employee must:~~

- ~~have been employed by the College for at least 12 months; and~~
- ~~have worked at least 1000 hours in the previous 12 month period.~~

~~The College will grant family and medical leave under the PCCA under the same terms and conditions as FMLA leave, as described further in this Policy.~~

~~Spouses employed by the College are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a dependent child or parent (but not a parent-in-law) who has a serious health condition as defined in the regulations implementing the FMLA. Spouses employed by the College are entitled to a combined total of 26 weeks if a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty exists.~~

Family and medical leave is unpaid, and may be taken intermittently or continuously, depending on the specific circumstances. However, employees will be required to on family leave must use accrued applicable vacation, personal, sick, or family leave, simultaneously with unpaid leave under this policy, for the birth or placement of a child for adoption or foster care. Employees must also use vacation, personal and/or sick leave to care for an immediate family member (spouse, child or parent, but not parent-in-law) or the employee's own serious health condition prior to being placed in unpaid status. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid. Employees are required to use available paid time off first, before unpaid leave is granted.

## **2— JOB PROTECTION/REINSTATEMENT:**

~~Upon return from an approved family or medical leave that is equal to or less than the aggregate maximum of 12 weeks required by law, an employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee is not entitled to job protection within the aggregate leave exceeds 12 weeks in any rolling 12 month period.~~

*RVC is an equal opportunity educator and employer.*

**Commented [LS96]:** @RVC - the PCCA provides that employees will receive family and medical leave under the same terms and conditions as eligible employees under the FMLA. In other words, once an employee reaches eligibility under the PCCA, they are eligible for FMLA as well. We recommend combining these requirements into one set of criteria for eligibility and treating employees who reach 1,000 hours as FMLA eligible as well.

**Commented [HJ97]:** @RVC - we generally recommend that employers run accrued paid time off simultaneously with any unpaid leave under the FMLA, rather than running FMLA leave subsequent to paid time off. This is permissible under the FMLA and allows employers to avoid situations where employees can take double the time off from work. Please confirm that this would be consistent with your current practice.

**Commented [AT98R97]:** This is consistent with our current practice.

**Commented [HJ99]:** @RVC - see comment directly above.

# Rock Valley College

However, Rock Valley College may refuse to reinstate:

- a. ~~certain highly paid "key" employees after using family or medical leave. "Key employee is an eligible salaried employee who is among the highest paid ten percent of employees. Such employees would be notified of their status as a "key" employee in response to the employee's notice of intent to take family or medical leave. The employee would be offered a reasonable opportunity to work. A final determination as to whether reinstatement will be denied will be made at the end of the leave period if the employee requests restoration.~~
- b. ~~employees who would have been laid off or otherwise had their employment terminated had they continued to work during the period the family or medical leave was used.~~

## **3.2 REQUESTING FAMILY OR MEDICAL LEAVE:**

An employee requesting family or medical leave is required to:

- a. provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. ~~If 30 days' notice is not practicable, or where the need for leave is not foreseeable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Where the need for leave is not foreseeable, the employee must give notice as soon as possible (within 1 to 2 business days of learning of the need for leave, except in extraordinary circumstances).~~ Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting or for denying the leave;
- b. within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. ~~When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember and any other additional information in accordance with the FMLA's regulations. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation, the dates of the covered military member's active duty service and any other additional information in accordance with the FMLA's regulations.~~ Failure to provide a satisfactory certification may result in a denial or postponement of the leave;

RVC is an equal opportunity educator and employer.

# Rock Valley College

provide periodic, ~~(normally every thirty (30) days) written~~ updates to the Vice President of Human Resources, Chief Human Resources Officer, or designee during the leave on the employee's status and intent to return to work, if requested by the College in accordance with the FMLA. The Human Resources Department ~~will~~ may require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with the FMLA.

## ~~4. INTERMITTENT FAMILY AND MEDICAL LEAVE~~

~~An eligible employee may take family or medical leave on an intermittent basis in accordance with the FMLA's regulations. An employee needing intermittent leave must consult with the College regarding the scheduling of such leave so as to minimize the disruption to the College's operations.~~

## ~~5. VACATION ACCRUAL AND GROUP HEALTH COVERAGE WHILE ON LEAVE:~~

~~An employee on family or medical leave is not eligible to accrue vacation time. An employee on family or medical leave will continue in the group health insurance, life insurance and long term disability programs under the same terms and conditions that the employee was covered prior to the leave. The employee is responsible for paying the employee's portion of the premiums associated with these programs while on family or medical leave. The obligation of Rock Valley College to continue an employee's medical coverage shall cease if the employee's premium payment is more than thirty (30) days late or informs Rock Valley College of an intent not to return to work at the end of a leave period. In the event either of the foregoing occur, or if the employee fails to return to work when the leave entitlement is used up, the employee shall be responsible for reimbursing the College for the employer-paid portion of the employee's benefits—premiums. When an employee exhausts his or her family or medical leave and is unable to return to work, the employee will be entitled to continuing medical insurance coverage under COBRA.~~

## ~~6. MEDICAL CERTIFICATION TO RETURN TO WORK~~

~~Upon return from a leave resulting from the employee's own serious health condition, the employee must provide the College's Human Resources Department with certification from a health care provider indicating that the employee is fit to return to work and able to perform the essential duties of his or her job. The College may deny the employee's return to work until the medical certification is submitted.~~

## ~~7. ADMINISTRATION OF POLICY~~

~~Rock Valley College intends to administer this policy in accordance with the requirements of the FMLA and any other applicable law pertaining to family and medical leaves. Therefore, this policy will be interpreted and applied in a manner that accords with all applicable legal regulations and requirements. Any leave of absence that is granted to an eligible employee under this policy or any other College policy, including but not limited to the Worker's Compensation policy, for a purpose specified above shall run concurrently and be credited against the 12 week benefit contained~~

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

in this policy to the extent permitted by applicable law.

## ~~8. EXIGENCY AND SERVICEMEMBER FAMILY LEAVE~~

~~In accordance with the National Defense Authorization Act, an eligible employee who is the family member of a covered servicemember is permitted to take up to 26 work weeks of leave in a single 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. These 26 work weeks include the 12 work weeks of job protection provided by Rock Valley College's Family and Medical Leave policy that will be available to eligible employees with a covered military member serving in the National Guard or Reserves to use for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. Accordingly, all eligible employees shall be entitled to Exigency and Servicemember Family Leave, on a gender-neutral basis, provided leave is taken in accordance with the following provisions.~~

Applicable Definitions and Limitations:

### ~~A. Definitions~~

- ~~1. "Covered Servicemember," as used herein, shall mean a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of duty.~~
- ~~2. "Qualified Exigency," as used herein, shall be defined to include one or more of the following exigencies as provided in the U.S. Department of Labor ("DOL") Regulations implementing the Military Family Leave provisions of the Family and Medical Leave Act:~~
  - ~~a. Short notice deployment (for up to seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation);~~
  - ~~b. To attend military events and related activities;~~
  - ~~c. For childcare and school activities as enumerated by the DOL Regulations (29 C.F.R. Section 825.106(a)(3));~~
  - ~~d. To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status or to act as the Covered Servicemember's representative before a federal, state or local agency to obtain, arrange, or appeal military benefits while the Covered Servicemember is on active duty or call to active duty status;~~

RVC is an equal opportunity educator and employer.

# Rock Valley College

- e. ~~To attend counseling provided by someone other than a health care provider for oneself, for the Covered Servicemember, or the Covered Servicemember's child or stepchild, provided that the need for counseling arises from the active duty or call to active duty status of the Covered Servicemember;~~
- f. ~~To spend time with a Covered Servicemember who is on short-term, temporary rest and recuperation leave during the period of deployment (for up to five days for each instance of rest and recuperation);~~
- g. ~~To attend post-deployment activities and address issues arising from the death of a Covered Servicemember while on active duty status; and~~
- h. ~~To address other events which arise out of the Covered Servicemember's active duty or call to active duty status provided that the College and the employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.~~

**B. ~~Exigency Leave.~~** ~~Eligible employees shall be entitled to a total of twelve (12) work weeks of unpaid leave during the twelve (12) month period because of any "Qualifying Exigency" arising out of the active duty or call to active duty in the Armed Forces in support of a contingency operation of the employee's spouse, son, daughter or parent, subject to the following:~~

- 1. ~~the employee must state a qualifying reason for the needed leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;~~
- 2. ~~leave may be taken on an intermittent basis (in separate blocks of time) or reduced schedule (reducing the usual number of hours per week or per day) because of a "Qualifying Exigency," subject to the requirements and limitations set forth in the FMLA Regulations; and~~
- 3. ~~the College may require requests seeking leave due to a "Qualifying Exigency" be supported by a signed Certification of Qualifying Exigency for Military Leave in the form provided by Rock Valley College.~~

**C. ~~Servicemember Family Leave.~~** ~~Eligible employees (the spouse, son, daughter, parent, or next of kin of a Covered Servicemember) shall be entitled to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for a Covered Servicemember (beginning the first day the eligible employee takes leave to care for a Covered Servicemember) provided that the Covered Servicemember's injury or illness renders him or her medically unfit to perform duties of the member's office, grade, rank or rating, subject to the following:~~

# Rock Valley College

- ~~1. the employee must state a qualifying reason for the leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;~~
- ~~2. a husband and wife who are both employed by the College and both eligible for leave, are only permitted to take a combined total of twenty-six (26) weeks of leave during a single twelve (12) month period;~~
- ~~3. leave to care for a Covered Servicemember and leave for any other FMLA-qualifying event may not exceed twenty-six (26) weeks in a single twelve (12) month period;~~
- ~~4. leave may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or reduced schedule (reducing the usual number of hours per week or per day) if medically necessary; and~~
- ~~5. The College may require that requests seeking leave for Servicemember Family Leave be supported by medical certification from the Covered Servicemember's health care provider sufficient to establish that the Covered Servicemember is in need of care. Such medical certification must be submitted within 15 calendar days after the Superintendent or his or her designee requests the certification.~~

~~In cases where the College has reason to doubt the validity of a medical certification it may seek authentication or clarification in accordance with DOL Regulations (29 C.F.R. Section 825.307(a)).~~

~~The College reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request but it later has reason to question the appropriateness or duration of the leave. The College may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leaves, until the employee provides the required certification.~~

- ~~**D. Substitution of Paid Leave.** Other available paid vacation, personal or family leave must be substituted for Exigency and Servicemember leave prior to being placed in unpaid status. Where leave is necessitated by the care for a seriously ill or injured Servicemember, sick leave must be used prior to an employee being placed in unpaid status. Any substitution required by this policy will count towards the employee's Exigency or Servicemember Family Leave entitlement. The College will pay sick leave only under circumstances permitted by the applicable sick leave policy. Use of Exigency or Servicemember Family Leave shall not necessarily preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, or 26 weeks where applicable, provided that the use of Exigency or Servicemember Family Leave shall not serve to extend such other unpaid leave.~~

# Rock Valley College

~~**E. — Notice.** When practicable, employees must provide at least 30 days' notice to the College of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given as soon as practicable. Employees shall provide at least verbal notice sufficient to make the College aware that he or she needs Exigency or Servicemember Family Leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in the delay in granting the requested leave until at least 30 days after the date the employee provides notice.~~

~~**F. — Continuation of Health Benefits.** During Exigency or Servicemember Family Leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the College contributes a portion of an employee's health plan premiums during a period of unpaid Exigency or Servicemember Family Leave, it may recover the amount of such payments if the employee fails to return to work after such leave has been exhausted or expires, as provided under the FMLA.~~

~~**G. — Return to Work.** An employee returning from Exigency or Servicemember Family Leave will be given an equivalent position to his or her position before the leave, subject to the College's reinstatement policies and practices set forth in its Family and Medical Leave policy and FMLA regulations.~~

Any leave taken pursuant to this policy will be administered by the Human Resources Department in accordance with the FMLA, the PCCA, and their implementing regulations. In addition, this Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Implementing Procedures:** Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

**@Reference:** Board Report 6575; 7886

**Implemented:** January 16, 2009

**Revised:** April 8, 2014; December 21, 2021

**Commented [HJ100]:** @RVC - we suggest removing all of the language stricken above from the policy and including instead in the referenced procedures document.

**Commented [TH101R100]:** Thank you. We accept this recommendation

# Rock Valley College

## RVC Board Policy 3:30.100

### Military Leave

Rock Valley College employees who are members of any reserve component of the United States Armed Services, ~~the National Guard, or the Illinois State Guard,~~ should advise the College of their military status and training schedule/obligations in advance of pending military service.

Military leave will be administered pursuant to applicable State and ~~F~~ederal law, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("IERRA"), and the Illinois Public Community College Act ("IPCCA"). The College will process and administer compensation and benefits during military leave in accordance with applicable law and administrative guidelines. To the extent the language in this Policy conflicts with USERRA, IERRA, and/or the IPCCA, the College will apply the requirements of USERRA, IERRA, and/or the IPCCA.

The College will establish procedures implementing this Policy.

~~Consistent with the IPCCA, any employee who is mobilized to active military duty will receive the same regular compensation that the employee receives or was receiving as an employee of the College at the time of the mobilization to active military duty, plus any health insurance and other benefits he or she was receiving or accruing at that time, minus the amount of base pay for military service, for the duration of the active military service. Consistent with IERRA, an employee may elect to use accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave.~~

~~During periods of military leave for inactive duty (such as weekend drills and regularly scheduled unit training assemblies), an employee will receive the same regular compensation that the employee receives minus the daily rate of compensation for military service in accordance with the applicable drill pay chart.~~

~~During periods of military leave for annual training, employees will continue to receive full compensation for up to 30 days per calendar year, which may be performed non-synchronously.~~

~~The employee's military duty shall not result in the loss or diminishment of any employment benefit, service credit, or status accrued at the time the duty commenced. A non-probationary employee who is absent on military leave shall, for the period of military leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three~~

~~(3) years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave. In computing seniority and service requirements for promotion eligibility or any other benefit of employment,~~

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

~~the period of military duty shall be counted as civilian service. Employees who are members of any reserve component as defined above, upon the completion of active military service, shall be entitled to continued employment rights and reemployment rights consistent with USERRA. Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with USERRA. Failure to notify the College as required under USERRA may result in a waiver of rights.~~

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6331, 7619

**Implemented:** March 24, 2009

**Revised:** June 25, 2019

**Commented [HJ102]:** @RVC - we recommend relocating these provisions to procedures instead of keeping them in the Policy. These provisions restate the current law on military leave, and the paragraphs above already affirm that the College will adhere to the law. This material is better suited to procedures that can easily be changed by the College if the law were to be amended in any way.

**Commented [TH103R102]:** Thank you. We accept these recommendations

# Rock Valley College

## RVC Board Policy 3:30.110

### Victims' Economic Security and Safety Act (VESSA)

Rock Valley College will grant ~~full time and part time~~ employees up to a total of 12 workweeks of ~~unpaid~~ leave ~~in any 12-month period~~ to address ~~issues arising from~~ domestic ~~or sexual~~ violence ~~in accordance with the Victims' Economic Security and Safety Act ("VESSA" or "the Act"), 820 ILCS 180/1, et seq.~~

~~Rock Valley College will grant employees unpaid leave in accordance with the Victims' Economic Security and Safety Act ("VESSA" or "the Act"), 820 ILCS 180/1, et seq. The Act provides an~~Any employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, ~~the right to may~~ take up to a total of 12 workweeks of unpaid leave ~~from work~~ during any 12- month period to address the violence by:

- A. seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;
- B. obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or
- E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

An employee needing leave under this Policy shall provide their immediate supervisor with at least 48 hours' advance notice of their intention to take leave, unless it is not practicable to do so. The College may require the employee to provide certification that leave is being taken for a reason permissible under VESSA and this Policy, including by requiring a sworn statement of the employee, documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance, a police or court

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

record, or other corroborating evidence. This information should be submitted to the Vice President of Human Resources/Chief Human Resources Officer, or their designee, for consideration.

The College shall maintain confidentiality of all information pertaining to the use of leave under this Policy.

~~Such leave~~ Leave under this Policy shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

~~The Act governs the requirements, scheduling, continuity of benefits, and all other terms of the leave. This Act prohibits the College from discharging, discriminating, or retaliating against any employee who exercises his or her rights to take such unpaid leave. If the basis for an employee's leave under this Policy e-Act also qualifies for FMLA leave, both leaves will run concurrently. This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.~~

**Reference:** Board Reports 6169, 7887

**Implemented:** March 24, 2009

**Revised:** December 21, 2021

# Rock Valley College

## RVC Board Policy 3:30.120

### Special Leave of Absence for Full-Time Employees

A full-time employee with at least who has been continuously employed with the College for at least 6 months of employment may apply for a special unpaid leave of absence. This policy is only open to employees that have exhausted all paid time off and vacation. A special leave of absence without pay and without loss of seniority, status, appointment, or accrued benefits, may be granted if recommended by the employee's supervisor and approved by the Vice President of Human Resources / Chief Human Resources Officer. The employee will be required to disclose the rationale and proposed length of time for this special leave request. Any leave of absence requested under this Policy for of more than one calendar month in duration must be approved by the President. Where applicable, the College will run an employee's leave entitlement under the Family and Medical Leave Act ("FMLA") concurrently with any leave granted under this Policy.

If the request for leave of absence without pay is for more than three (3) calendar months, a recommendation shall be submitted to the Board of Trustees for its approval.

During the first month, the employee will continue to accrue vacation, sick, and personal time, and will continue to pay the employee portion of their Medical and Dental Insurance plus any voluntary coverages they have elected. After an employee has been on a leave of absence under this Policy of for more than one calendar month, the employee (a) shall not longer accrue sick leave and/or vacation time; (b) shall be required to pay both the employee's and the College's share of all health and major medical insurance premiums; (c) shall pay all life insurance premiums; and (d) shall not longer accrue any other designated benefits. Insurance coverage shall be dropped-discontinued if the employee elects not to pay the full premium as set forth above.

Where applicable, the College will run an employee's leave entitlement under the Family and Medical Leave Act ("FMLA") concurrently with any leave granted under this Policy, and will give priority to leave guidelines as stated in FMLA.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 2300-A  
**Implemented:** September 4, 1973  
**Revised:** April 8, 2014

RVC is an equal opportunity educator and employer.

**Commented [AT104]:** We have some questions regarding this policy and how it is intended to be applied, to ensure we are interpreting it correctly. In practice, we typically look at FMLA first; however, if an individual is not eligible (either because they have not yet met the required length of service or because they have exhausted their FMLA), we then turn to this policy. Is that the correct approach?

Additionally, if someone has exhausted FMLA but still has paid sick time available, how should that interact with this policy, which is unpaid? More broadly, is the purpose of this policy intended to provide coverage in situations where FMLA does not apply?

We would gladly entertain a more in-depth conversation about this policy so we can talk through our thoughts and ensure we understand its purpose.

**Commented [JL105R104]:** Yes, that is the correct approach. This policy should be used as a last resort for individuals that do not have any other paid or unpaid leave available to them, and will conceivably return to work. We could add that this policy is only open to employees that have exhausted all PTO and vacation. Happy to discuss in more detail.

**Commented [TH106]:** Is it okay for us to ask for a reason? This is the nature of this sentence we are proposing

**Commented [JL107R106]:** Yes, the College can request details about the reasons why the leave is necessary, but it should be kept as confidential as possible.

**Commented [TH108]:** Grant funded employees get their vacation front loaded. How do we address this if they request special leave?

**Commented [JL109R108]:** Ultimately, it shouldn't affect these employees, because they would likely have exhausted their vacation prior to obtaining special leave.

# Rock Valley College

## RVC Board Policy 3:30.075-130

### Leave for Non College Sponsored? In-Service Training and Workshops

An employee may request to be released from regular duties to attend in-service training and workshops without loss of pay. However, ~~the~~ College will provide compensation for hours worked during the employee's standard work schedule while participating in non-college sponsored in service training and workshops. The College will not pay overtime to travel, lodge, eat meals or attend workshops and/or in-service training requested by an employee. Remuneration for expenses shall be according to Board policy.

Leave for in-service training or workshops shall be granted on the following basis:

- Appropriateness and/or applicability to job duties of ~~person~~ employee requesting leave.
- Budgeting restrictions.
- Previous participation in similar program.
- Seniority.
- e. Best interests of the College as determined by the immediate supervisor and the appropriate Leadership Team member.
- e.f. Operational needs of the employee's department during the requested period of leave.

Requests to attend in-service trainings and workshops must be in writing and submitted to the immediate supervisor and the appropriate Leadership Team member for approval.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 1152, 1170

**Implemented:** September 4, 1973

**Revised:** April 8, 2014

**Commented [HJ110]:** @RVC - we recommend combining this Policy with the policy above on College-Sponsored Trainings. This will help avoid any inconsistencies between the policies and make it easier for employees to locate all the information in one place.

**Commented [TH111R110]:** Can we keep them separate but move them up right next to each other so they are read together? Such as 3:30.075 so its right next to the other one

**Commented [JL112R110]:** There's no issue keeping the policies separate, if you would prefer. We agree that moving it next to the other policy would make it easier for employee to locate the related information.

**Commented [TH113]:** **\*\*Consult Cabinet\*\*** Does this include conferences and committees outside of the college (i.e. HLC, AACCC, ICCTA) yes

# Rock Valley College

## RVC Board Policy 3:30.150

### Bereavement Leave

~~The Board of Trustees of~~ Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) ~~are eligible for~~ may take bereavement leave under this Policy.

In accordance with the Illinois Family Bereavement Leave Act ("the Act"), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, ~~of in~~ which three (3) of those workdays will be paid, in the event of:

1. the death of an employee's covered family member. For purposes of this Policy, the term "covered family member" shall include the employee's- child, stepchild, spouse, ~~domestic partner,~~ sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, spouse, an individual living in the employee's household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step- sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step- niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, a miscarriage, or a stillbirth. ~~For these reasons, the Illinois Department of Labor has developed a form to be filled out by the applicable healthcare practitioner or adoption or surrogacy organization, certifying such an event has occurred. An employer may not require that the employee identify which type of event occurred, necessitating the basis for leave.~~

An employee requiring need under this Policy must give at least 48 hours' advance notice to their immediate supervisor of the need for leave unless doing so is not reasonable or practicable.

If an employee experiences more than one of the events listed above in a 12-month period, the employee is entitled to a maximum of 6 weeks of unpaid leave within that 12-month period. All leave taken under this Policy must be completed within 60 days after the employee receives notice of the event giving rise to the need for leave.

-

RVC is an equal opportunity educator and employer.

**Commented [HJ114]:** @RVC - the FMLA does not require that any bereavement leave be paid. You may leave this at three days paid leave or change to all ten days unpaid.

**Commented [TH115R114]:** Thank you. We will continue to give 3 paid days.

**Formatted:** Not Strikethrough

# Rock Valley College

## RVC Board Policy 3:30.150

~~The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting reasonable documentation of the need for such leave taken under this Policy. However, the College shall not require any employee to identify which category of event has occurred which necessitates the basis for leave.~~

~~If an employee is separately eligible for leave under the Child Extended Bereavement Leave Act (820 ICS 516), the employee shall be given unpaid leave pursuant only to that Act and not this Policy.~~

~~The College shall adopt administrative procedures to implement this Policy. –~~  
Where applicable, this Policy will be administered with the College's collective bargaining obligations.

**Reference:** Board Reports 7395, 7898, 8002

**Implemented:** March 28, 2017

**Revised:** January 25, 2022; December 13, 2022

# Rock Valley College

## RVC Board Policy 3:40.010

### Compensation –Philosophy: Non-Union Employees

The Rock Valley College intends to provide a fair and equitable compensation package to all non- union ~~full-time and continuous part-time~~ employee groups to the extent possible. The compensation package will include ~~wagesalary,~~ benefits ~~(if applicable),~~ and working conditions. In making compensation decisions, the College will consider the impact of such decisions on the College's students. The College acknowledges that providing a competitive compensation package is a key component in the College's approach to recruiting, retaining and motivating employees.

The College's compensation programs will be guided by the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- ~~Reward employees on the basis of work performance;~~
- Administer pay equitably and consistently;
- Establish appropriate compensation procedures:

#### Methodology

~~External markets~~ define pay levels that may vary according to where, and with whom, the College competes for qualified employees. In some cases the local labor market is considered, and for other positions, regional or national markets must be targeted.

~~Internal job value relationships~~ are also factored into the setting of compensation rates. Although basic salary rates or ranges for similar positions are established on a system wide basis, the individual effectiveness of employees will have a direct relationship to their respective rates of pay, including good performance, educational achievement and career competencies.

~~Salary survey data~~ shall include, but not be limited to, reports from the Illinois Community College Board (ICCB), the College's peer and contiguous community colleges, the AAIM Employers' Association, the Society of Human Resource Management (SHRM), the Consumer Price Index (CPI) fiscal year-to-date average and other professional compensation sources as needed.

~~This survey data will be used to periodically determine whether adjustments to the RVC salary ranges are warranted. Any decisions on salary adjustments will be made in a timely manner.~~

~~Employees whose salary is above the minimum of their salary range shall not be eligible for any approved across the board (ATB) increase but will be eligible for any merit (pay for performance) increases. However if merit pay is awarded, it shall be~~

*RVC is an equal opportunity educator and employer.*

# Rock Valley College

~~payable in one lump sum on July 1 and shall not be added to the employees' base pay.~~

**Reference:** Board Reports 6650, 6650-2

**Implemented:** October 27, 2009

**Revised:** April 8, 2014

**Commented [HJ116]:** @RVC - we recommend considering whether to move the methodology to an internal guidance document rather than a public-facing policy. We recommend either removing this entirely, or simplifying to just one sentence. By placing this entire section in policy, you publicly commit the College to adhering to this formula and reduce flexibility in hiring and recruiting efforts.

**Commented [TH117R116]:** We agree with this recommendation and will move this to an internal document

**Commented [JL118R116]:** Confirmed, thank you.

# Rock Valley College

## RVC Board Policy 3:40.020

### Salary Program: Non-Union Employees

The Administration will ensure appropriate administration of a salary program for all non-union [Rock Valley](#) College employees. The ~~e~~A~~Administration~~ will maintain procedures to facilitate administration of the salary program. The Board shall be informed of ~~approve~~ the salary program of the President, on an annual basis, as specified in their contract, and Leadership Team Members. A salary program recommendation will be provided by Administration to the Board of Trustees on an annual basis for Non-Union employees.

**Reference:** Board Reports 6979, 6902, 6903, 6411, 6555, 6634, 6635, 7036

**Implemented:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:40.030

### Employees Serving as Instructors

### Arts and Sciences/Career— Education (AS/CE)

Subject to supervisory approval, non-faculty employees of ~~the~~ Rock Valley College who are qualified and who have been requested by an academic department to teach a specific course in Arts and Sciences or Career Education may teach classes during outside of their regular non-work hours. Any employee wishing to engage in instruction during regular work hours requires must submit a schedule of time work hours to be made up and submitted to their immediate supervisor for approval and sent to and the Human Resource Department for approval prior to the start of instruction.

Where applicable, this Policy will be administered with the College's collective bargaining obligations.

Calculation of pay per contact hour is equal to 0.825% of the employee's base salary rate or lane and column from the Adjunct Faculty Salary Schedule, whichever is greater, but not greater than the faculty overload rate.

**Reference:** Board Report 6628

**Implemented:** June 30, 2009

**Revised:** April 8, 2014

**Commented [AT119]:** Why is it being suggested to remove this portion?

**Commented [JL120R119]:** This change was made to prevent any issues revising this policy (or forgetting to revise the policy) in the event that the relevant CBA language changes in the future.

# Rock Valley College

## RVC Board Policy 3:40.040

### Temporary Employees

~~The Rock Valley~~ College will employ temporary employees as needed. Temporary employees are employees who are hired for a definite duration of no more than 180 days.

~~Temporary assignments may be extended upon written request to the Executive Director of Vice President of Human Resources, Chief Human Resources Officer and upon approval.~~

Temporary employees will be paid within the pay grade of the employee they are replacing. Temporary employees are not eligible for College-provided benefits.

~~Temporary assignment extensions and additional pay considerations may be adjusted upon written request to the Vice President of Human Resources/ Chief Human Resources Officer.~~

~~Where applicable, this Policy will be administered with the College's collective bargaining obligations. This Policy will be administered consistent with the College's collective bargaining agreements where applicable.~~

**Commented [TH121]:** In accordance with CBA- Temp FT Faculty- 1 year assignment?? They work more than 180 days and get benefits up front. Refer to 1.3.14 in the Faculty CBA.

**Commented [JL122R121]:** We recommend including a disclaimer, similar to those used in other policies, to indicate that a direct conflict will be resolved in favor of the applicable CBA.

**Reference:** Board Reports 6628, 7584

**Implemented:** February 27, 1978

**Revised:** April 8, 2014; January 29, 2019

# Rock Valley College

## RVC Board Policy 3:40.050

### Shift Differential

Full-time, non-exempt employees will qualify for differential pay for work performed during the second or third shift. The amount of the shift differential will be approved by the Board of Trustees.

This Policy will be administered consistent with the College's collective bargaining agreements where applicable.

**Reference:** Board Report 2431

**Implemented:** June 22, 1974

**Revised:** April 8, 2014

# Rock Valley College

## RVC Board Policy 3:40.060

### Overtime/Compensatory Time

Rock Valley College will fully comply with its obligations under the *Illinois Minimum Wage Law* ("IMWL"), 820 ILCS 105/1 et seq., and the *Fair Labor Standards Act*, ("FLSA") 29 U.S.C. §201 et seq.

The work week shall begin ~~at~~ 12:00~~1~~ a.m. on Monday and end on the following Sunday at ~~11:59pm~~12:00 a.m. "Overtime" is time worked in excess of 40 hours in a single work week.

Holidays, vacation, compensatory time and other leave time (whether paid or unpaid) do not count towards hours worked for purposes of determining overtime. Non-exempt employees shall be paid one and one-half times their regular rate of pay for all overtime hours worked in a work week consistent with the FLSA and IMWL.

The College discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's ~~express-prior~~ written approval.

The Administration is authorized to adopt and maintain procedures regarding overtime and compensatory time. In the event of a conflict between ~~this~~ Policy and ~~s~~State or federal law, the ~~latter-law~~ shall control.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Reports 6157, 6220

**Implemented:** March 24, 2009; January 25, 2005

**Revised:** April 8, 2014

**Revised Memorandum of Understanding (MOU) Between  
Rock Valley College and the Rock Valley College Foundation**

**Background:** Rock Valley College and the Rock Valley College Foundation renewed the Memorandum of Understanding (MOU) on February 25, 2025 (BR#8237) as part of the biennial review process. At that time, there were no changes to the MOU.

The Rock Valley College Foundation solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College and to support its educational mission.

The Rock Valley College Foundation continues to provide valuable support to Rock Valley College and its students, and Rock Valley College provides personnel and other administrative support to permit the Rock Valley College Foundation to carry out its charitable purposes.

Rock Valley College and the Rock Valley College Foundation wish to continue this relationship and believe it is in the best interests of both parties to document the respective rights, responsibilities, and obligations of Rock Valley College and the Rock Valley College Foundation as outlined in the MOU.

Rock Valley College approved a \$100,000 increase to the Rock Valley College Foundation on January 27, 2025 (BR#8348) to help fund an additional employee, the Coordinator of Fund Development and Engagement.

The proposed changes to the current MOU between Rock Valley College and the Rock Valley College Foundation document the additional employee and Rock Valley College's commitment to support the Rock Valley College Foundation's operational needs financially.

**Recommendation:** It is recommended that the Board of Trustees approves the Memorandum of Understanding between Rock Valley College and the Rock Valley College Foundation. **Attorney Reviewed.**

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachment: Rock Valley College and Rock Valley College Foundation Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN ROCK VALLEY COLLEGE,  
ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511  
AND  
ROCK VALLEY COLLEGE FOUNDATION**

The Rock Valley College Foundation (“Foundation”) solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College, Illinois Community College District No. 511 (“College”), and to support its educational mission. The Foundation has provided valuable support to the College and its students, and the College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. The Foundation and the College (together “the parties”) wish to continue this relationship and believe it is in their mutual best interest to memorialize the respective rights, responsibilities, and obligations of the College and the Foundation that constitute the basis of this relationship.

Therefore, for the mutual covenants and benefits set forth below, the parties agree as follows:

1. Duties, Responsibilities & Obligations of the College

The College agrees to do each of the following for the Foundation during the existence of this Memorandum of Understanding:

- a) To provide the services of a full-time College employee who shall function as the Chief Development Officer, and to whom the College President or his/her designee will provide supervision, guidance, and support in conjunction with the Foundation.
- b) To provide the services of a full-time College employee who shall function as the Director of Development, supervised by the Chief Development Officer.
- c) To provide the services of a full-time College employee who will serve as the Scholarship & Financial Operations Manager, supervised by the Chief Development Officer.
- d) To provide the services of the equivalent of one full-time College employee who shall function as the Coordinator of Fund Development & Engagement, supervised by the Chief Development Officer.
- e) To provide the services of the equivalent of one full-time College employee who shall function as the Administrative Assistant of the Foundation, supervised by the Chief Development Officer.
- f) To annually designate a member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.

- g) To provide additional employee assistance to account for the revenue and expenditures of the Foundation and each project/activity undertaken by it, and to assist the Foundation with annual financial statement preparation and 990 completion.
- h) To provide office space for the employees named above.
- i) To provide IT support in the form of voice, video, data services, web development, and/or web hosting services, including necessary hardware and software resources, installation and connectivity, maintenance and support, technical training, and IT-related benefits extended to College employees.
- j) To allow educational training for the Chief Development Officer and other College employees supporting the Foundation, as necessary, to keep their skills and knowledge current.
- k) To transfer to the Foundation, when received by the College, unrestricted and restricted gifts that are consistent with the purpose and mission of the College and the Foundation.
- l) To honor the terms, conditions, or limitations imposed by the donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift, and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for the same.
- m) To help promote and further the mission and goals of the Foundation with the business community and the general public.
- n) To enter into a future mutually agreeable fund-raising partnership with the Foundation for possible Capital Campaigns.
- o) To assist in arranging an annual financial audit of the Foundation by the College's audit firm.
- p) To meet at least annually with representatives of the Foundation Board to communicate the institutional priorities and long-term plans as approved by the College Trustees and cooperatively project future College needs (including capital needs) and funding programs and opportunities for immediate and long-range planning purposes.
- q) To provide for the Foundation, a comprehensive program of property, casualty, and liability insurance, including but not limited to the Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Crime, Errors and Omissions, and Director's & Officers, including Employment Practices Liability.
- r) To allow the Foundation to use the College's name, logos, and marketing brand, as agreed by the College, during the term of this Memorandum of Understanding.

- s) To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of donor records, and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.

## 2. Duties, Responsibilities, and Obligations of the Foundation

The Foundation agrees to do each of the following during the existence of this Memorandum of Understanding:

- a) To solicit, receive, hold, and administer gifts of property, real or personal, financial or otherwise, to be used for and on behalf of Rock Valley College, its faculty, students, and staff, such gifts to be administered according to the terms specified by the donor as accepted by the Foundation and the College. In the event the donor does not specify the terms for which the gift shall be used, then the Foundation, in its discretion, shall administer and use the gift for the benefit of the College.
- b) To reimburse the College for the salary and compensation package provided to the following employees: Chief Development Officer, Scholarship & Financial Operations Manager, Director of Development, Coordinator of Fund Development & Engagement, and Administrative Assistant. For purposes of this Memorandum of Understanding, the compensation package shall consist of the annual salary and the cost to the College of providing the group health insurance coverage provided to each employee.
- c) To permit the College's designated member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.
- d) To undertake the major responsibility for planning, implementation, and coordination of the private donor support for College facilities and implementation of the educational functions of the College, in consultation with the College President. In carrying out this responsibility, the Chief Development Officer shall, on a regular basis, provide consultation and planning assistance to the appropriate College personnel to coordinate, on a continuing basis, the development and services to be performed by the Foundation. This responsibility shall include, but not be limited to, the following services:
  - i) To coordinate all authorized campaigns involving constituencies of the College, in consultation with the College President.
  - ii) To carry out research and develop records relating to the prospective donors.
  - iii) To develop proposals for and contact individuals and organizations identified as prospective donors to the Foundation.

- iv) To inform prospective donors of the education, research, and service activities of the College.
- v) To plan, direct, and implement such other constituency campaigns and fund-raising programs as may be deemed necessary and desirable by the Foundation with the advice and concurrence of the College President.
- e) To keep the College President advised of any and all monies and other property available through the Foundation for use on behalf of the College in support of its educational, research, and service goals and responsibilities.
- f) To consult on a regular basis with the College administration concerning services to be performed hereunder for the benefit of the College and to do any and all other things requested by the College President and agreed to by the Foundation in the furtherance of the educational, research, and service goals and responsibilities of the College.
- g) To hold funds received on behalf of the College from whatever source in accordance with Illinois law and any Fund Transfer Agreement that may exist between the parties.
- h) To enter into a future mutually agreeable funding partnership with the College for possible Capital Campaigns.
- i) To contract with a computer support vendor to implement and maintain a donor database independent of the College.
- j) To cooperate with the annual financial audit of the Foundation, for which the Foundation will reimburse the College the annual expense of the Foundation audit.
- k) To implement initiatives and conduct activities that comprise an annual program of work, and to pay the expenses of such activities. The annual program of work is defined as all activities the Foundation engages in, including all work and activities generated by the Foundation committees and staff. For example, all costs associated with implementing special events by the Special Events Committee, such as printing, mailing, supplies, food, etc., would be the financial responsibility of the Foundation. Likewise, all costs associated with the Governance Committee, such as legal fees, etc., would be the financial responsibility of the Foundation. The annual program of work includes activities of the committees of the Foundation Board of Directors.
- l) To provide input to the College President regarding a performance evaluation of the Chief Development Officer.

3. Term

This Memorandum of Understanding shall remain in effect until terminated by one or both of the parties. The Foundation or the College may terminate this Memorandum of

Understanding by giving written notice to the other of such termination and specifying the date thereof at least six (6) months before the effective date of such termination.

4. Miscellaneous

- a) The Foundation and College agree that nothing contained in this Memorandum of Understanding shall be deemed, construed, or implied to create the relationship of employer or employee between the Foundation or any employees of the College.
- b) This Memorandum of Understanding and the obligations hereunder are not assignable in whole or in part by either party without the express written consent of the other party.
- c) It is mutually understood and agreed that no alteration or variation of the terms of this Memorandum of Understanding shall be valid unless made in writing and signed by the parties.
- d) The Foundation and the College shall each be responsible for their own acts and acts of their own employees and shall indemnify and defend each other for any negligent acts which cause damage to the other or others.
- e) This memorandum shall be jointly reviewed by both parties on a biennial basis. It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year, with the review process to be completed by the College and the Foundation by no later than February of the year immediately following.
- f) Through the biennial review process in Section 4(e), it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #8348 dated January 27, 2026.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by and on behalf of the parties hereto on this \_\_\_ day of \_\_\_\_\_, 2026, and replaces any and all prior Memorandum of Understanding executed or otherwise implemented by the parties.

ROCK VALLEY COLLEGE FOUNDATION

ROCK VALLEY COLLEGE ILLINOIS  
COMMUNITY COLLEGE DISTRICT  
NO. 511

---

Robert Stenstrom, President  
Rock Valley College Foundation

---

Board of Trustees  
Rock Valley College

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN ROCK VALLEY COLLEGE,**  
**ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511**  
**AND**  
**ROCK VALLEY COLLEGE FOUNDATION**

The Rock Valley College Foundation (“Foundation”) solicits, receives, manages and dedicates funds and property for the use and benefit of Rock Valley College, Illinois Community College District No. 511 (“College”) and to support its educational mission. The Foundation has provided valuable support to the College and its students, and the College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. The Foundation and the College (together “the parties”) wish to continue this relationship and believe it is in their mutual best interest to memorialize the respective rights, responsibilities, and obligations of the College and the Foundation that constitute the basis of this relationship.

Therefore, for the mutual covenants and benefits set forth below, the parties agree as follows:

1. Duties, Responsibilities & Obligations of the College

The College agrees to do each of the following for the Foundation during the existence of this Memorandum of Understanding:

- a) To provide the services of a full-time College employee who shall function as the Chief Development Officer, and to whom the College President or his/her designee will provide supervision, guidance and support in conjunction with the Foundation.
- b) To provide the services of a full-time College employee who shall function as the Director of Development, supervised by the Chief Development Officer.
- c) To provide the services of a full-time College employee who will serve as the Scholarship & Financial Operations Manager supervised by the Chief Development Officer.
- ~~d) To provide the services of the equivalent of one full-time College employee who shall function as the Coordinator of Fund Development & Engagement supervised by the Chief Development Officer.~~
- ~~e) To provide the services of the equivalent of one full-time College employee who shall function as the Administrative Assistant of the Foundation supervised by the Chief Development Officer.~~

**Deleted:** Foundation Specialist

**Deleted:**

**Deleted:** ¶

**Deleted:** d

f) To annually designate a member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.

Deleted: e

g) To provide additional employee assistance to account for the revenue and expenditures of the Foundation and each project/activity undertaken by it, and to assist the Foundation with annual financial statement preparation and 990 completion.

Deleted: f

h) To provide office space for the employees named above.

Deleted: g)

i) To provide IT support in the form of voice, video, data services, web development and/or web hosting services, including necessary hardware and software resources, installation and connectivity, maintenance and support, technical training, and IT-related benefits extended to College employees.

Deleted: h

j) To allow educational training for the Chief Development Officer and other College employees supporting the Foundation, as necessary, to keep their skills and knowledge current.

Deleted: i)

k) To transfer to the Foundation, when received by the College, unrestricted and restricted gifts that are consistent with the purpose and mission of the College and the Foundation.

Deleted: j

l) To honor the terms, conditions, or limitations imposed by donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift, and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for same.

Deleted: k)

m) To help promote and further the mission and goals of the Foundation with the business community and the general public.

Deleted: l

n) To enter into a future mutually agreeable fund-raising partnership with the Foundation for possible Capital Campaigns.

Deleted: m

o) To assist in arranging an annual financial audit of the Foundation by the College's audit firm.

Deleted: n

p) To meet at least annually with representatives of the Foundation Board to communicate the institutional priorities and long-term plans as approved by the College Trustees and cooperatively project future College needs (including capital needs) and funding programs and opportunities for immediate and long-range planning purposes.

Deleted: o

q) To provide for the Foundation, a comprehensive program of property, casualty, and liability insurance, including but not limited to the Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Crime, Errors and Omissions and Director's & Officers, including Employment Practices Liability.

Deleted: p

r) To allow the Foundation to use the College's name, logos, and marketing brand, as agreed by the College, during the term of this Memorandum of Understanding.

Deleted: q

s) To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of donor records, and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.

Deleted: r

## 2. Duties, Responsibilities, and Obligations of the Foundation

The Foundation agrees to do each of the following during the existence of this Memorandum of Understanding:

a) To solicit, receive, hold and administer gifts of property, real or personal, financial or otherwise, to be used for and on behalf of Rock Valley College, its faculty, students and staff, such gifts to be administered according to the terms specified by the donor as accepted by the Foundation and the College. In the event the donor does not specify the terms for which the gift shall be used, then the Foundation in its discretion shall administer and use the gift for the benefit of the College.

b) To reimburse the College for the salary and compensation package provided to the following employees: Chief Development Officer, Scholarship & Financial Operations Manager, Director of Development, Coordinator of Fund Development & Engagement and Administrative Assistant. For purposes of this Memorandum of Understanding, the compensation package shall consist of the annual salary and the cost to the College of providing the group health insurance coverage provided to each employee.

Deleted: Foundation Specialist

c) To permit the College's designated member of the Board of Trustees to serve as an *ex-officio* non-voting member of the Foundation Board.

d) To undertake the major responsibility for planning, implementation, and coordination of the private donor support for College facilities and implementation of the educational functions of the College, in consultation with the College President. In carrying out this responsibility, the Chief Development Officer shall on a regular basis provide consultation and planning assistance to the appropriate College personnel to coordinate on a continuing basis the development and services to be performed by the Foundation. This responsibility shall include, but not be limited to, the following service:

i) To coordinate all authorized campaigns involving constituencies of the College, in consultation with the College President.

ii) To carry out research and develop records relating to the prospective donors.

- iii) To develop proposals for and contact individuals and organizations identified as prospective donors to the Foundation.
- iv) To inform prospective donors of the education, research and service activities of the College.
- v) To plan, direct, and implement such other constituency campaigns and fund-raising programs as may be deemed necessary and desirable by the Foundation with the advice and concurrence of the College President.
- e) To keep the College President advised of any and all monies and other property available through the Foundation for use on behalf of the College in support of its educational, research and service goals and responsibilities.
- f) To consult on a regular basis with the College administration concerning services to be performed hereunder for the benefit of the College and to do any and all other things requested by the College President and agreed to by the Foundation in the furtherance of the educational, research and service goals and responsibilities of the College.
- g) To hold funds received on behalf of the College from whatever source in accordance with Illinois law and any Fund Transfer Agreement that may exist between the parties.
- h) To enter into a future mutually agreeable funding partnership with the College for possible Capital Campaigns.
- i) To contract with a computer support vendor to implement and maintain a donor database independent of the College.
- j) To cooperate with the annual financial audit of the Foundation, for which the Foundation will reimburse the College the annual expense of the Foundation audit.
- k) To implement initiatives and conduct activities that comprise an annual program of work, and to pay the expenses of such activities. The annual program of work is defined as all activities the Foundation engages in including all work and activities generated by the Foundation committees and staff. For example, all costs associated with implementing special events by the Special Events Committee, such as printing, mailing, supplies, food, etc., would be the financial responsibility of the Foundation. Likewise, all costs associated with the Governance Committee, such as legal fees, etc., would be the financial responsibility of the Foundation. The annual program of work includes activities of the committees of the Foundation Board of Directors.
- l) To provide input to the College President regarding a performance evaluation of the Chief Development Officer.

3. Term

This Memorandum of Understanding shall remain in effect until terminated by one or both of the parties. The Foundation or the College may terminate this Memorandum of Understanding by giving written notice to the other of such termination and specifying the date thereof at least six (6) months before the effective date of such termination.

4. Miscellaneous

- a) The Foundation and College agree that nothing contained in this Memorandum of Understanding shall be deemed, construed or implied to create the relationship of employer or employee between the Foundation or any employees of the College.
- b) This Memorandum of Understanding and the obligations hereunder are not assignable in whole or in part by either party without the express written consent of the other party.
- c) It is mutually understood and agreed that no alteration or variation of the terms of this Memorandum of Understanding shall be valid unless made in writing and signed by the parties.
- d) The Foundation and the College shall each be responsible for their own acts and acts of their own employees and shall indemnify and defend each other for any negligent acts which cause damage to the other or others.
- e) This memorandum shall be jointly reviewed by both parties on a biennial basis. It is the parties' intention that the Foundation will initiate the review in December of each even-numbered year with the review process to be completed by the College and the Foundation by no later than February of the year immediately following.
- f) Through the biennial review process in Section 4(e), it is the parties' mutual intent that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #8348 dated January 27, 2026.

Deleted: .

Deleted: Board Report #7894 dated January 25, 2022.

IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by and on behalf of the parties hereto on this \_\_\_ day of \_\_\_\_\_, 2026 and replaces any and all prior Memorandum of Understanding executed or otherwise implemented by the parties.

Deleted: 2025

ROCK VALLEY COLLEGE FOUNDATION

ROCK VALLEY COLLEGE ILLINOIS  
COMMUNITY COLLEGE DISTRICT  
NO. 511

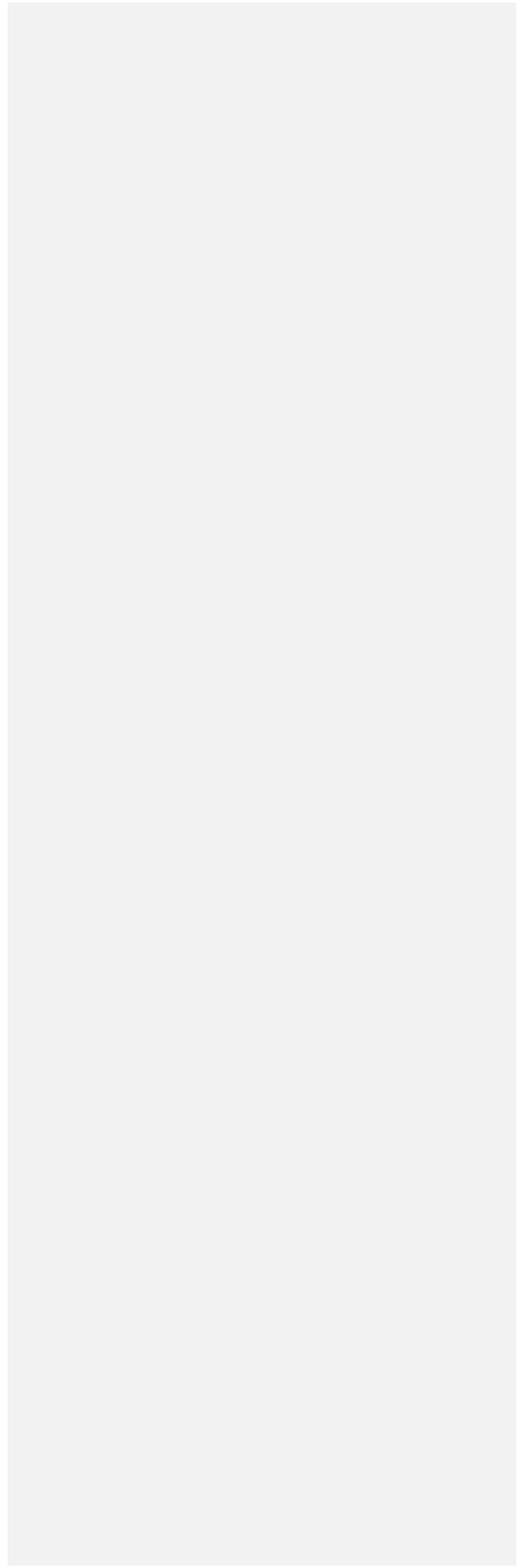
\_\_\_\_\_  
Robert Stenstrom, President

\_\_\_\_\_  
Board of Trustees

Rock Valley College Foundation

632591v1

Rock Valley College





# **BRIGHTLY SOFTWARE**

Rock Valley College Board of Trustees  
Committee of the Whole Meeting  
3/10/2026

Rick Jenks, Vice President of Operations / COO

# ABOUT RVC

Rock Valley College is a comprehensive two-year community college in Rockford, Illinois, offering more than 100 courses for transfer, career programs, and certificates.

## 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.

# THE FOUR PILLARS

Rock Valley College is guided by its 2022-2027 Strategic Plan, which contains four strategic plan pillars.



# BRIGHTLY SYSTEM DESCRIPTION

- Brightly is a comprehensive computer program utilized by Facilities, Plant, Operations, and Maintenance.
- The program allows for building materials, equipment, and sub-components to be entered and tracked in the system.
- Work order tickets are tracked so they can be compared to personnel assets. Review of work tickets can identify equipment with a history of issues and determine possible early replacement.
- Automatic notification for ordering additional common parts.
- Items that can be tracked for each component include:
  - Date of installation.
  - Projected end of life date.
  - Component enhancements (seal coating, roof overlay).
  - Projected replacement cost.
- Predictor software uses Artificial Intelligence to create predictions for future expenses.

# ASSET ESSENTIALS HIGHLIGHTS



## Manage and maintain all assets and facilities

Track assets across your portfolio —no matter where they are—in one centralized place for better visibility throughout your organization



## Streamline work orders and tasks

Manage and assign multiple work orders at once to process requests faster and start eliminating that maintenance backlog



## Plan and schedule preventive maintenance

Extend the life of physical assets with preventive maintenance schedules so you can cut costs and maintain operational efficiency



## Make smarter budget decisions

Have a 360-degree view of your operations and use data to make more informed budget decisions that protect your assets for the long-term



## Optimize resourcing and communication

Focus on the work that matters most and notify technicians of priority changes and new work orders so your team can be agile



## See an increase in ROI

Identify problematic assets sooner and make better repair versus replace decisions, all while reducing operations waste

# PREDICTOR HIGHLIGHTS



## Predict asset life

Leverage industry-specific algorithms and condition-based degradation profiles to maximize the long-term state of your asset portfolio.



## Justify funding requests

Protect your assets by creating powerful and easily digestible visuals to show leaders the long-term impact of funding.



## Compare various funding scenarios

Model funding scenarios and compare the impact they will have on your organization's assets and infrastructure health.



## Customize based on needs

Tailor our software to handle capital project planning and strategic asset management your way, including leveraging data from multiple sources.



## Make all stakeholders happy

Balance the needs of your community with funding requirements and asset health to make smarter decisions.



## Create smarter budgets

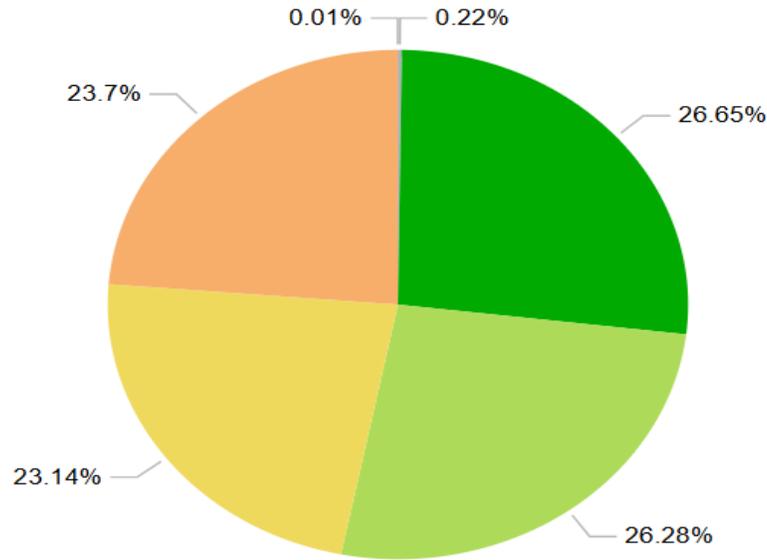
Use our analytics platform to plan for a brighter future, using big data to give insight up to 100 years into the future.

# NUMBERS FROM DECEMBER 2025

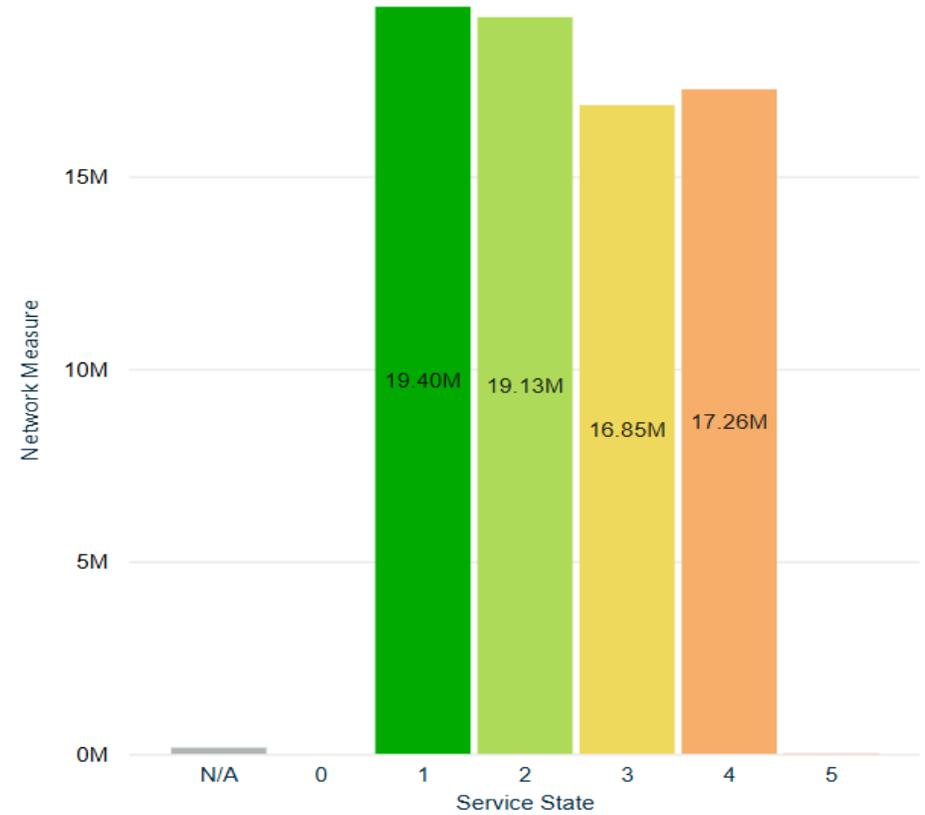
<b>72.80M</b> Network Measure	<b>72.80M</b> Asset Value	<b>1,046</b> Asset Quantity	<b>25.69M</b> Threshold Backlog Value	<b>71.94K</b> Workbank Backlog Value	<b>2.44</b> Average Service State
----------------------------------	------------------------------	--------------------------------	--	---	--------------------------------------

Year  
0

Overall Service State



Service State ● N/A ● 0 ● 1 ● 2 ● 3 ● 4 ● 5

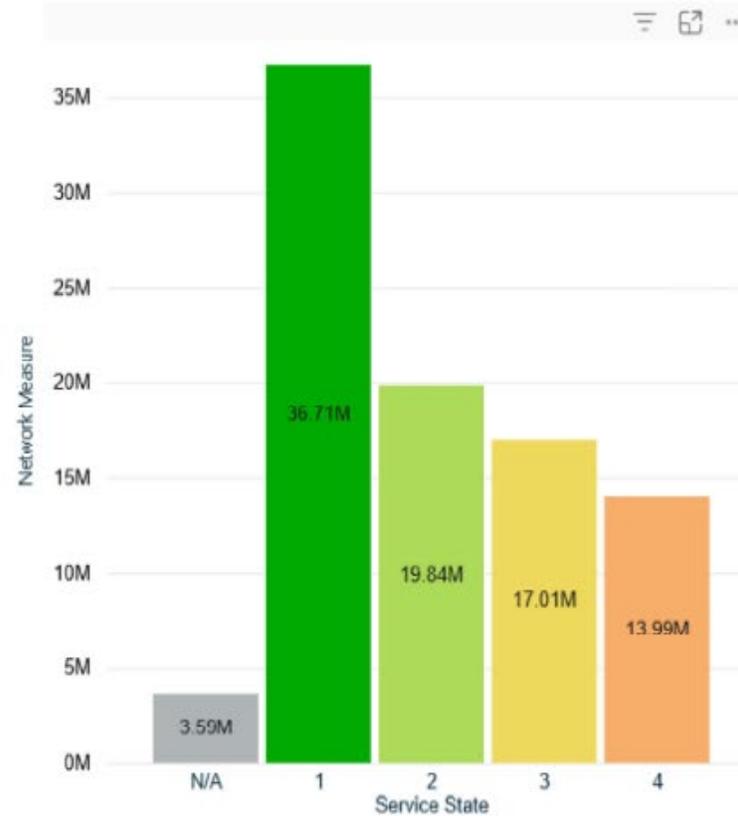
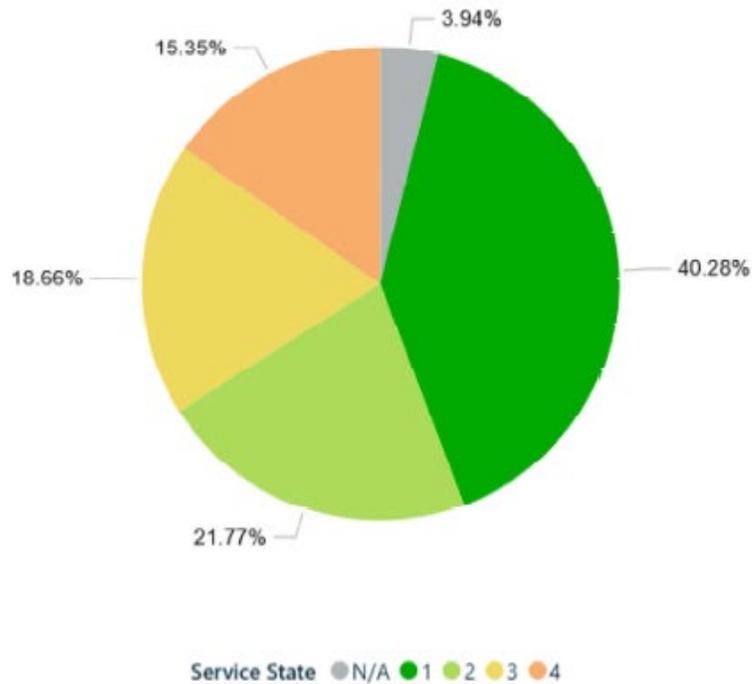


# UPDATE ON INFORMATION

91.15M Network Measure	91.15M Asset Value	3,887 Asset Quantity	31.00M Threshold Backlog Value	0.00 Workbank Backlog Value	2.09 Average Service State
---------------------------	-----------------------	-------------------------	-----------------------------------	--------------------------------	-------------------------------

Year  
0

Overall Service State



## Need to still add:

- Cedar roofs
- Academic Equipment
- Furniture
- Downtown Campus
- CLII
- IT Server Equipment

## Note Worthy Change

- Service State one increased
- Service State four decreased

# QUESTIONS?

RVC is an equal opportunity educator and employer.  
For more information, visit [RockValleyCollege.edu](http://RockValleyCollege.edu).

## Construction Manager at Risk - Downtown West Campus: Construction 2024-2026

Committee of the Whole: 3/10/2026

\*Denotes updated information from last presentation

\$2,222,239.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
BR8245	BR8245 Board Resolution for Contingency for Downtown West Construction Project.					3/25/2025		\$2,222,239.00	
PCO CCF-009	This PCO is for the outstanding balance of \$5,915.00 where \$25,626.21 was applied to contaminated soils, fully exhausting Sitework Allowance #2 (Associated with PCO SA2 004)	4/21/2025	\$ 5,915.00	\$ 5,915.00	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,216,324.00	\$ 5,915.00
PCO CCF-008	CE #019 - DLC Foundation vs. Storm Sewer Due to conflict between the foundation in the SE corner of the DLC and the storm drain; the top of the footing is 728.5 and the bottom of the 12 inch storm pipe is at approximately 727.8. Ruiz will perform the following as a solution: Drop the elevation of the Foundation Walls approximately 1'-0", and refabricate concrete reinforcement.	4/15/2025	\$ 2,565.00	\$ 2,565.00	Approved	5/1/2025	Ruiz Construction Systems	\$2,213,759.00	\$ 8,480.00
PCO CCF-011	CE #023 - Contaminated Soils Use on 4/24 This PCO is for the unsuitable contaminated soils use on 4/24 Total Due = \$11,877.08	4/25/2025	\$ 11,877.08	\$ 11,877.08	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,201,881.92	\$ 20,357.08
PCO CCF-012	CE #024 - UST Removal in DLC Foundation NIS to perform the following due to an underground storage tank discovered in the DLC foundation: Remove and properly dispose of UST that had been discovered during excavation beneath the proposed foundation of the new DLC building.	4/28/2025	\$ 37,395.00	\$ 37,395.00	Approved	5/1/2025	NISC Northern Illinois Service Co	\$2,164,486.92	\$ 57,752.08
Terracon CO 4	Terracon's scope of services for the UST removal observation and reporting services related to the removal of the UST at the site will include: perform project coordination, UST removal observation, and associated data evaluation and reporting.	4/29/2025	\$ 12,250.00	\$ 12,250.00	Approved	4/29/2025	Terracon Consultants Inc	\$2,152,236.92	\$ 70,002.08
PCO-CCF-006	Precast Insulation Credit Deduct	2/26/2025	\$ (10,000.00)	\$ (10,000.00)	Approved	5/16/2025	Ruiz Construction Systems	\$2,162,236.92	\$ 60,002.08
PCO CCF-013	DTC EV Charger Electrical Rough Scope Removal Credit back to owner for removal of EV Chargers at DTC	5/20/2025	\$ (2,228.00)	\$ (2,228.00)	Approved	5/22/2025	HELM Electric	\$2,164,464.92	\$ 57,774.08

PCO CCF 18	Contaminated Soils on 5/8 & 5/30: Overage on Contaminated Soils: Use for unsuitable Contaminated Soils on 5/8 & 5/23.	5/30/2025	\$ 2,670.41	\$ 2,670.41	Approved	6/10/2025	NISC Northern Illinois Service Co	\$2,161,794.51	\$ 60,444.49
PCO CCF 14	DLC & DTC ComEd New Service Costs	5/21/2025	\$ 9,326.00	\$ 9,326.00	Approved	6/12/2025	HELM Electric	\$2,152,468.51	\$ 69,770.49
PCO CCF 15	RFP #001 Floor Drain/ Floor Box Elimination	5/27/2025	\$ (3,540.00)	\$ (3,540.00)	Approved	6/12/2025	Ringland Johnson Construction	\$2,156,008.51	\$ 66,230.49
PCO CCF 17	Hand Dryers: Helm to provide the following due to no electrical connection shown on drawings: Add conduit wire and connect Hand Dryer in Bath 1210 and 1212.	5/30/2025	\$ 2,473.00	\$ 2,473.00	Approved	6/12/2025	Helm Electric	\$2,153,535.51	\$ 68,703.49
PCO CCF 019	Unsuitable Soils Sitework Allowance #1 (Remaining Balance Due) - - This PCO is for the outstanding balance due, fully exhausting Sitework Allowance #1	5/30/2025	\$ 4,416.00	\$ 4,416.00	Approved	6/18/2025	Ringland Johnson Construction	\$2,149,119.51	\$ 73,119.49
PCO CCF 020	Four Rivers Sanitation Authority (FRSA) Add for IC Permit Variance.	6/3/2025	\$ 205.00	\$ 205.00	Approved	6/18/2025	Ringland Johnson Construction	\$2,148,914.51	\$ 73,324.49
PCO CCF 16	PIC Adds on DLC & DTC (Control value indictor Code Req)	5/29/2025	\$ 12,266.22	\$ 12,266.22	approved	6/30/2025	NISC Northern Illinois Service Co	\$2,136,648.29	\$ 85,590.71
PCO CCF 022	Add for Switching DLC Pavers to Concrete Sidewalk	6/11/2025	\$ 1,539.75	\$ 1,539.75	Approved	7/11/2025	NISC Northern Illinois Service Co	\$2,135,108.54	\$ 87,130.46
PCO CCF 024	Barrier Curbs & ADA - RFI 100 Pricing Reconciliations (ADA Detectable Warning Panels)	6/17/2025	\$ 840.23	\$ 840.23	Approved	7/24/2025	NISC Northern Illinois Service Co	\$2,134,268.31	\$ 87,970.69
PCO CCF 025	Chestnut St. Entrance Apron - Owner Request for Additional Pavement Reconstruction (RHA @ Chestnut/Rockton)	6/17/2025	\$ 12,294.64	\$ 12,294.64	Approved	7/23/2025	NISC Northern Illinois Service Co	\$2,121,973.67	\$ 100,265.33
PCO CCF 028	DTC Hand Dryers connections with GFCI breakers Added	6/24/2025	\$ 3,950.00	\$ 3,950.00	Approved	7/14/2025	HELM Electric	\$2,118,023.67	\$ 104,215.33
PCO CCF 032R1	Eliminate Furring at DLC Elec Rooms	7/3/2025	\$ (2,548.00)	\$ (2,548.00)	Approved	7/23/2025	Rockwell Group	\$2,120,571.67	\$ 101,667.33
PCO CCF 007 REV 4	Structural ASI 001	7/17/2025	\$ 9,704.90	\$ 9,704.90	Approved	8/11/2025	Ruiz Construction Systems	\$2,110,866.77	\$ 111,372.23
PCO CCF 021 REV1	Credit Request for Switching Cast to PVC in Autobody and Auto Lab	6/10/2025	\$ (14,626.20)	\$ (14,626.20)	Approved	8/6/2025	MILLER ENGINEERING	\$2,125,492.97	\$ 96,746.03
PCO CCF 033 R1	Compressed Air Piping Miller Engineering to perform the following due to ASI #009: Add for compressed air piping in the DTC building.	7/9/2025	\$ 18,036.43	\$ 18,036.43	Approved	8/6/2025	MILLER ENGINEERING	\$2,107,456.54	\$ 114,782.46
PCO CCF 034	Credit for Remove scope of furnishing and installing the phenolic panels at the soffit	7/22/2025	\$ (53,200.00)	\$ (53,200.00)	Approved	8/6/2025	AMERICAN IGLOO BUILDERS	\$2,160,656.54	\$ 61,582.46
PCO CCF 030 R1	DTC rebar Shops: Jimmy'Z to perform the following: Step down CMU to 0'0" at Stair 2. Refer to masonry rebar shop drawings detial Z R02E.	7/2/2025	\$ 3,138.00	\$ 3,138.00	Approved	8/14/2025	Jimmy'Z Masonry	\$2,157,518.54	\$ 64,720.46
PCO CCF 035	Helm Electric RCO 11 & 12 Deduct VFDs	7/28/2025	\$ (28,886.00)	\$ (28,886.00)	Approved	8/14/2025	Jimmy'Z Masonry	\$2,186,404.54	\$ 35,834.46

PCO CCF 036 R1	ASI 010 Revised Scope Adjustment Cardinal Glass Company to provide labor and materials for the following: on the DTC - Changing from glass type GL10 to GL14 on Door 6100A. Approximately 48 square feet. Change from GL14 to GL10 at curtainwall elevation C includes door 6105A.	7/29/2025	\$ (1,182.00)	\$ (1,182.00)	Approved	8/14/2025	Cardinal Glass Co	\$2,187,586.54	\$ 34,652.46
PCO CCF 037	Nicor Gas Sleeves -Northern Illinois proposes the following: Provide and install 4" PVC sleeve for Nicor Gas service at DLC & DTC (approx. 70' for DLC & approx. 90' for DTC).	8/1/2025	\$ 4,803.90	\$ 4,803.90	Approved	8/20/2025	NISC Northern Illinois Service Co	\$2,182,782.64	\$ 39,456.36
PCO CCF 038	Storm Sewer and Grade Conflict/ Bust in DTC Lot	8/1/2025	\$ 8,551.25	\$ 8,551.25	Approved	8/20/2025	NISC Northern Illinois Service Co	\$2,174,231.39	\$ 48,007.61
PCO CCF 039	Relocate FHV Cabinet	8/5/2025	\$ 1,478.20	\$ 1,478.20	Approved	8/20/2025	Nelson Fire Protection	\$2,172,753.19	\$ 49,485.81
PCO CCF 023 REV 2	ASI 033 Mechanical and Electrical Updates: Miller Plumbing and Helm Electric shall incorporate project changes (Plumbing & Electrical) differing from original basis of design; as modified/noted by the Architect of Record and Engineer of Record and as set forth in ASI #003.	6/16/2025	\$ 20,812.60	\$ 20,812.60	Approved	8/29/2025	Helm Electric and Miller Plumbing	\$2,151,940.59	\$ 70,298.41
PCO CCF 029 Rev3	ASI #006 Per ASI – 6R1, there are changes that are being made to the location/orientation of the exterior site lighting. These changes are at no cost to the Project per standard details that are included in the Electrical Project Drawings. This zero-dollar change order is an official acknowledgement of the changes being incorporated as set forth by the Design Teams of record.	6/24/2025	\$ -	\$ -	Approved	9/16/2025	HELM Electric	\$2,151,940.59	\$ 70,298.41
PCO CCF 040	ASI 002 - RVC Structural Ruiz to perform the following labor and materials:	8/12/2025	\$ 21,032.78	\$ 21,032.78	Approved	9/16/2025	Ruiz Construction Systems	\$2,130,907.81	\$ 91,331.19
PCO CCF 044	ASI 016 Exterior Insulation: Changes per ASI 016	8/20/2025	\$ 3,532.00	\$ 3,532.00	Approved	9/11/2025	American Igloo, Rockwell Group	\$2,127,375.81	\$ 94,863.19
PCO CCF 051	CE #066 - RFI #165 Adds Excavate and backfill as required to allow for concrete saw cutting. Saw cut walls of precast concrete inlets to shorten structures as required in (3) locations.	9/15/2025	\$ 2,625.00	\$ 2,625.00	Approved	9/26/2025	NISC Northern Illinois Service Co	\$2,124,750.81	\$ 97,488.19
PCO CCF 054	CE #069 - Interior Bollards In accordance with ASI 018R1 and updated drawing A1.10, the following work is to be performed: Bollards. Concrete Anchorage. Slab Modifications	9/26/2025	\$ 5,754.14	\$ 5,754.14	Approved	10/3/2025	Ruiz Construction Systems	\$2,118,996.67	\$ 103,242.33

PCO CCF 010 REV 6	BP4 IFB vs. BP5 IFB Drawings - Structural Changes Pricing Reconciliation	9/10/2025	\$ 67,416.64	\$ 67,416.64	Approved	10/13/2025	Ruiz Construction Systems; NISC	\$2,051,580.03	\$ 170,658.97
PCO CCF 042 R1	DTC ASI 012	8/18/2025	\$ 3,973.42	\$ 3,973.42	Approved	10/16/2025	Miller Engineering Co	\$2,047,606.61	\$ 174,632.39
PCO CCF 043 R1	ASI 002 Masonry Changes	8/19/2025	\$ 228.00	\$ 228.00	Approved	10/13/2025	Jimmy'Z Masonry	\$2,047,378.61	\$ 174,860.39
PCO CCF 049 R1	DTC PIV Adds and Deducts	9/9/2025	\$ 6,832.51	\$ 6,832.51	Approved	10/16/2025	Miller Engineering Co; NISC	\$2,040,546.10	\$ 181,692.90
PCO CCF 050	CE #065 - DLC Added Fixture Length F7 The approved lighting submittal shows that DLC F7 (Qty 2), originally listed as 4' on the fixture schedule, now needs to be provided as 8'.	9/10/2025	\$ 780.00	\$ 780.00	Approved	10/13/2025	HELM Electric	\$2,039,766.10	\$ 182,472.90
PCO CCF 052	RFI #137 Adds Per RFI 137, the updated drawings reflect the following changes to the scope of work: • Installation of an open site drain, including all related vent piping, to accommodate the irrigation line drain. • Installation of a drain line complete with valve and cap.	9/17/2025	\$ 703.33	\$ 703.33	Approved	10/13/2025	Miller Engineering Co	\$2,039,062.77	\$ 183,176.23
PCO CCF 053	Unsuitable (non-bearing) allowance	9/19/2025	\$ 29,629.63	\$ 29,629.63	Approved	10/10/2025	NISC Northern Illinois Service Co	\$2,009,433.14	\$ 212,805.86
PCO CCF 055	DTC Paint Booths: Exhaust vs. IFB SS Locations vs. Precast Planking	9/26/2025	\$ 3,535.71	\$ 3,535.71	Approved	10/19/2025	Ruiz Construction Systems	\$2,005,897.43	\$ 216,341.57
PCO CCF 056	Hollow Core Plank 175X Support	9/26/2025	\$ 718.37	\$ 718.37	Approved	10/19/2025	Ruiz Construction Systems	\$2,005,179.06	\$ 217,059.94
PCO CCF 057	Hollow Core Plank 178X and 179X9 Support (Structural)	9/26/2025	\$ 909.18	\$ 909.18	Approved	10/19/2025	Ruiz Construction Systems	\$2,004,269.88	\$ 217,969.12
PCO CCF 060	DLC & DTC ASI-022 Piping Diameter REvisions for Terminal Heat Transfer Units	9/29/2025	\$ 3,906.25	\$ 3,906.25	Approved	10/13/2025	Miller Engineering Co	\$2,000,363.63	\$ 221,875.37
PCO CCF 061	Bent Plate at Ramp to Mechanical Roof	9/30/2025	\$ 720.00	\$ 720.00	Approved	10/13/2025	Rockwell Group	\$1,999,643.63	\$ 222,595.37
PCO CCF 045R1	ASI 015 DTC Gates	8/26/2025	\$ 8,036.00	\$ 8,036.00	DKA review	11/18/2025	Helm Electric	\$1,991,607.63	\$ 230,631.37
PCO CCF 064	RFI #206 Reconcile Gyp Board over CMU removed from Scope.	10/14/2025	\$ (1,484.00)	\$ (1,484.00)	Approved	11/11/2025	Rockwell Group	\$1,993,091.63	\$ 229,147.37
PCO CCF 066	ComEd CE #083 Reimbursement for utility costs for temporary power usage at job site	10/21/2025	\$ 3,913.32	\$ 3,913.32	Approved	11/13/2025	ComEd Electric	\$1,989,178.31	\$ 233,060.69
PCO CCF 067	Deduct TV Display Corridor 6200 DTC	10/23/2025	\$ (2,580.00)	\$ (2,580.00)	Approved	11/13/2025	Helm Electric	\$1,991,758.31	\$ 230,480.69

PCO CCF 069	Lift installation - RVC Cabinets required to incorporate installation.	10/24/2025	\$ 2,716.23	\$ 2,716.23	Approved	11/11/2025	Standard Industrial & Automotive Equipment	\$1,989,042.08	\$ 233,196.92
PCO CCF 070	Curtain Wall North Side DLC Interference	11/3/2025	\$ 4,122.00	\$ 4,122.00	Approved	11/11/2025	Rockwell Group	\$1,984,920.08	\$ 237,318.92
PCO CCF 062 R1	DTC Adds and Deduct: Deduct for Cord Reels per RFI #41 DTC. Added Hand Dryer DTC per RFI #186. Add per Electrical DTC Add Accessory Trim. Resulting total amount is a CREDIT -1,943.00	10/6/2025	\$ (1,943.00)	\$ (1,943.00)	Approved	12/4/2025	Helm Electric	\$1,986,863.08	\$ 235,375.92
PCO CCF 065 R1	Change door from Clear Anodized to Black Painted	10/17/2025	\$ 9,387.00	\$ 9,387.00	Upcoming	12/4/2025	Cardinal Glass	\$1,977,476.08	\$ 244,762.92
PCO CCF 072	DLC - Hand Dryer - Toilet Room 1214	11/6/2025	\$ 2,824.00	\$ 2,824.00	Approved	12/4/2025	Helm Electric	\$1,974,652.08	\$ 247,586.92
PCO CCF 074	DTC: Conflict with Base Plate and Curtain Wall	11/17/2025	\$ 2,720.00	\$ 2,720.00	Approved	12/4/2025	Rockwell Group; American Igloo; Cardinal Glass	\$1,971,932.08	\$ 250,306.92
PCO CCF 076R1	DTC Roof Scupper - rework needed	12/16/2025	\$ 4,535.00	\$ 4,535.00	Approved	12/30/2025	Rockwell Group; Miller Engineering Co	\$1,967,397.08	\$ 254,841.92
PCO CCF 077	DLC Mechanical Roof Clips - Tube Steel at roof	12/11/2025	\$ 2,350.00	\$ 2,350.00	Approved	12/30/2025	Rockwell Group	\$1,965,047.08	\$ 257,191.92
PCO CCF 078	DLC Exposed Columns at High Roof	12/11/2025	\$ 4,300.00	\$ 4,300.00	Approved	12/30/2025	HC Anderson Roofing; Rockwell Group	\$1,960,747.08	\$ 261,491.92
PCO CCF 083	ASI 031 changes include revisions to natural gas piping scope.	12/15/2025	\$ 6,975.55	\$ 6,975.55	Approved	12/19/2025	Miller Engineering Co	\$1,953,771.53	\$ 268,467.47
PCO CCF 068 R3	Top of Foundation Wall Elevation Discrepancy	10/24/2025	\$ 44,729.08	\$ 44,729.08	Approved	1/9/2026	Ruiz Construction Systems	\$1,909,042.45	\$ 313,196.55
PCO CCF 071 R1	Zero Spandrel Conflict Brake Metal	11/3/2025	\$ 16,189.00	\$ 16,189.00	Approved	1/8/2026	Cardinal Glass Co	\$1,892,853.45	\$ 329,385.55
PCO CCF 075	EOD Dimensions Interfere with CFMF - Steel stud system & Bent Plate	12/1/2025	\$ 1,706.12	\$ 1,706.12	Approved	1/6/2026	Ruiz Construction Systems	\$1,891,147.33	\$ 331,091.67
PCO CCF 079	E-Stop Changes per ASI 25 drawings	12/15/2025	\$ 16,002.04	\$ 16,002.04	Approved	1/6/2026	Helm Electric; Miller Engineering Co	\$1,875,145.29	\$ 347,093.71
PCO CCF 081R1	CE #098 Confirmation of Door Location Relative to Concrete Walkway (Plumbing)	11/26/2025	\$ 563.20	\$ 563.20	Approved	1/6/2026	Miller Engineering Co	\$1,874,582.09	\$ 347,656.91
PCO CCF 084	RFI # 253 - Elevator Pit extra piping due to sump pump location change	12/10/2025	\$ 2,263.34	\$ 2,263.34	Approved	1/6/2026	Miller Engineering Co	\$1,872,318.75	\$ 349,920.25
PCO CCF 087	Contaminated Soils in November 2025	12/22/2025	\$ 1,194.12	\$ 1,194.12	Approved	1/8/2026	Northern Illinois Service	\$1,871,124.63	\$ 351,114.37
PCO CCF 086	ASI #034 Changes	12/19/2025	\$ (1,869.72)	\$ (1,869.72)	Approved	1/27/2026	Miller Engineering Co	\$1,872,994.35	\$ 349,244.65
PCO CCF 088	RCO-29 DTC & DLC Camera Deduct (Multi xis IP Cameras and Genetec licensens)	1/5/2026	\$ (46,488.00)	\$ (46,488.00)	Approved	1/27/2026	Helm Electric	\$1,919,482.35	\$ 302,756.65

PCO CCF 089	RCO-31 Add for Security Cable Change (RFI 265)	1/7/2026	\$ 7,680.28	\$ 7,680.28	Approved	1/27/2026	Helm Electric	\$1,911,802.07	\$ 310,436.93
PCO CCF 090	HM Door Frames	1/12/2026	\$ 4,435.00	\$ 4,435.00	Approved	1/19/2026	Jimmy'Z Masonry	\$1,907,367.07	\$ 314,871.93
* PCO CCF 059 R4	ASI 013 R1 Door Revisions	9/26/2025	\$ 12,441.69	\$ 12,441.69	Approved	2/5/2026	Ruiz Construction Systems; Cardinal Glass Co	\$1,894,925.38	\$ 327,313.62
* PCO CCF 080R1	DLC Wall and Sill Detail at S. Wall 2nd Fl	11/26/2025	\$ 5,400.00	\$ 5,400.00	Approved	2/6/2026	Rockwell Group	\$1,889,525.38	\$ 332,713.62
* PCO CCF 092	RFI #248 DLC Beam Issue	1/15/2026	\$ 14,423.47	\$ 14,423.47	Approved	2/5/2026	Ruiz Construction Systems	\$1,875,101.91	\$ 347,137.09
* PCO CCF 085 R1	RFI #128 DLC: Boiler and Water Heater Venting Issues as Designed	12/9/2025	\$ 1,102.50	\$ 1,102.50	Approved	2/14/2026	Miller Engineering Co	\$1,873,999.41	\$ 348,239.59
* PCO CCF 091 R1	ASI # 030 - HVAC soffit fin tube piping layout and sizing, and supply duct addition	1/13/2026	\$ 9,144.07	\$ 9,144.07	Approved	2/14/2026	Miller Engineering Co	\$1,864,855.34	\$ 357,383.66
* PCO CCF 093	DTC East Wall Brick Masonry MEPFP Wall Penetrations	1/20/2026	\$ 3,556.00	\$ 3,556.00	Approved	2/22/2026	Miller Engineering Co, Helm Electric, Nelson Fire Protection, Jimmy'Z Masonry	\$1,861,299.34	\$ 360,939.66
* PCO CCF 100	Per ASI 020 Rev. 1, provide demolition of existing storm piping and reroute storm piping in accordance with the revised drawings.	2/3/2026	\$ 5,878.32	\$ 5,878.32	Approved	2/22/2026	Miller Engineering Co	\$1,855,421.02	\$ 366,817.98
* PCO CCF 101	Added Flashing at DTC RTU Roof Deck	2/4/2026	\$ 3,920.00	\$ 3,920.00	Approved	2/24/2026	HC Anderson - Roofing	\$1,851,501.02	\$ 370,737.98

## Project: Bid 25-19 BST Lighting Phase 2 & 3 - Construction 2025-2026

Committee of the Whole: 3/10/2026

\*Denotes updated information from last presentation

**\$142,500.00**

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
*001	Add dimmer switches to both sets of stair lighting F4 fixtures with stainless steel cover plates, subtracted from the Contingency.	2/18/2026	\$254.00	\$254.00	Approved	2/22/2026	HELM Electric	\$142,246.00
*002	The originally specified portable theatrical fixture, the Maverick Force by Chauvet, has been discontinued. We are replacing it with twelve (12) Chauvet Storm 3 Profile (IP65) fixtures. This substitution results in a net cost increase of \$200.00 total from the Contingency.	2/24/2026	\$200.00	\$200.00	Approved	2/26/2026	HELM Electric	\$142,046.00

**Project: Bid 24-23 HSC 3rd Floor Buildout & 2nd Elevator - Construction 2025-2026**

Committee of the Whole: 3/10/2026

\*Denotes updated information from last presentation

Total Contract  
\$ 203,600.00 \$ 2,272,600.00

PCO Number	Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Contract Running Value
PCO 4	CO 1	This is a Credit for elimination of the hat channel framing behind the wood panels at the Student Lounge (plan) south Elevation.	6/10/2025	-\$1,007.00	-\$1,007.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$204,607.00	
PCO 5	CO 1	Provide new Plumbing chase wall and revised toilet to be floor mounted in Gender Neutral Restroom as indicated in Response to RFI-15 and CB No.003.	6/10/2025	\$ 1,072.00	\$ 1,072.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$203,535.00	
PCO 6	CO 1	Provide and additional Handrail at the rear of the Elevator cab as requested by the Owner.	6/10/2025	\$ 440.00	\$ 440.00	Approved	6/24/2025	STENSTROM CONSTRUCTION	\$203,095.00	
PCO 7	CO 2	Provide a new Hollow Metal Frame with sidelite and new wood door (LH swing) per Response to RFI-021 (Option A).	7/1/2025	\$ 2,984.00	\$ 2,984.00	Approved	7/3/2025	STENSTROM CONSTRUCTION	\$200,111.00	
PCO 8	CO 2	Door swing	7/1/2025	\$ 2,977.00	\$ -	Rejected	7/3/2025	STENSTROM CONSTRUCTION	\$200,111.00	
PCO 11	CO 3	Change to fluid applied waterproofing application to perimeter walls of elevator pit, in lieu of 15 mil vapor barrier.	8/14/2025	\$ 2,640.00	\$ 2,640.00	Approved	8/20/2025	STENSTROM CONSTRUCTION	\$197,471.00	
PCO 13	CO 4	The following proposal is to provide additional flooring work to infill new doorways between corridor sheet vinyl as directed in Construction Bulletin 009.	9/30/2025	\$ 1,650.00	\$ 1,650.00	Approved	10/1/2025	STENSTROM CONSTRUCTION	\$195,821.00	
PCO 14	CO 5	PCO - 14 - The following proposal is to incorporate the cost for additional steel framing, fire proofing and installation at each level around the elevator door.	9/30/2025	\$ 17,761.00	\$ 17,761.00	Approved	10/1/2025	STENSTROM CONSTRUCTION	\$178,060.00	
PCO 10	CO 6	Provide sump alarm in elevator pit with wiring and alarm.	9/30/2025	\$ 4,211.00	\$ 4,211.00	APPROVED	10/9/2025	STENSTROM CONSTRUCTION	\$173,849.00	
PCO 03	CO 7	Additional work associated with helical piles in 2nd Elevator shaft pit.	10/28/2025	\$ 5,271.00	\$ 5,271.00	APPROVED	11/5/2025	STENSTROM CONSTRUCTION	\$168,578.00	

NA	CO 8	Remove scope of work related to Alternate #1, Deduct from Contract Value, to eliminate extended Maintenance from Otis Elevator supplier.	10/28/2025	\$ (33,000.00)	\$ (33,000.00)	APPROVED	10/28/2025	STENSTROM CONSTRUCTION	\$168,578.00	\$2,239,600.00
PCO 16	CO 9	Provide changes to the AV Systems as directed coordinated with MARCO.	11/25/2025	\$ (485.00)	\$ (485.00)	APPROVED	11/25/2025	STENSTROM CONSTRUCTION	\$168,578.00	\$2,239,115.00
PCO 17	CO 10	Total amount identified in the CO \$978.00. The credit from Change Order 09, which was \$485.00, will be added back to the contract sum amount to remove Change Order 09 from the project. The amount associated with PCO-17, which is \$493.00, will be tracked on the Continuation Sheet of the Pay Application and be subtracted from the Contingency.	12/5/2025	\$ 978.00	\$ 978.00	APPROVED	12/8/2025	STENSTROM CONSTRUCTION	\$168,085.00	\$2,239,600.00
PCO 12 R2	CO 11	Provide changes to elevator fire sprinkler work and elevator electrical work as directed in Construction Bulletin 005.	12/9/2025	\$ 5,235.00	\$ 5,235.00	APPROVED	12/8/2025	STENSTROM CONSTRUCTION	\$162,850.00	\$2,239,600.00
PCO-18	CO 12	Add divider curtain system in Room 3254 Classroom Massage Therapy	1/26/2026	\$ 1,326.00	\$ 1,326.00	APPROVED	1/29/2026	STENSTROM CONSTRUCTION	\$161,524.00	\$2,239,600.00
* PCO-20	* CO-13	Credit to eliminate valve cabinet	2/4/2026	\$ (2,292.00)	\$ (2,292.00)	APPROVED	2/10/2026	STENSTROM CONSTRUCTION	\$161,524.00	\$2,237,308.00

**Personnel Report**

**A. Appointments**

\_\_\_\_\_, Project Manager, Full-time, ADM, Grade \_\_\_\_\_, \$ \_\_\_\_\_, effective \_\_\_\_\_.

\_\_\_\_\_, Economics Faculty, Full-time, FAC, Lane \_\_\_\_\_, Step \_\_\_\_\_, \$ \_\_\_\_\_, effective \_\_\_\_\_.

**B. Departures**

---

Howard J. Spearman, Ph.D.  
President

DRAFT

## ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
<b>March</b>					
3/1/2026	MBB Regional Semi Final Games - PEC Gym, 12pm, 2pm, 4pm, 6pm	x	x	x	x
3/2/2026	First Generation Speaker Series - SSC Atrium, 12pm	x	x		
3/2/2026	Mardi Gras Masterpiece : Midterm Mania - SSC MCC, 12pm	x	x		
3/3/2026	Fat Tuesday Feast - SSC Atrium, 11am	x	x		
3/3/2026	What's the Tea Tuesday - SSC MCC, 2pm	x	x		
3/3/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
3/4/2026	Carnivale of Calm : Midterm Mania - HSC 3264, 9:30am	x	x		
3/4/2026	Noah's Ark Donation Drive - SSC HUB, 10am	x	x		x
3/4/2026	Passport to Lunch : F-1 Student Gathering - SSC Atrium, 3pm	x	x		
3/4/2026	High School Art Show & Award Ceremony - ERC PAR, 3:30pm	x	x		x
3/5/2026	Women's History Month Kickoff - SSC MCC, 11am	x	x		
3/5/2026	New Orleans Night : Midterm Mania - ERC PAR, 3:30pm	x	x		
3/6/2026	GRCC Leadership Session - PEC 0110, 8:30am				x
3/7/2026	WBB Regional Finals Games - PEC Gym, TBA	x	x	x	x
3/9/2026	RPS 205 All City HS Art Workshop - SSC & CLI, 9am				x
3/10/2026	Youth Ground Water Festival - ERC, CLI, JCSM, SSC, 8am	x	x		x
3/11/2026	CLR Movie Matinee - ERC PAR, 11:30am	x	x		
03/11 - 03/12	Running Start Pre-Program Orientation - SSC Atrium, 5:30pm	x	x		x
3/12/2026	NEXT Rockford Meeting - HSC Lobby, 11:30am	x			x
3/14/2026	Science Olympiad Regional Competition - JCSM, CLI, PEC, SSC, 7am	x	x		x
3/16/2026	Disability Resource Fair with DAP Club - SSC Atrium, 2:30pm	x	x		
3/18/2026	Baseball Game - Rivets Stadium, 12pm & 2:30pm	x	x	x	x
3/18/2026	Softball Game - Rockford University, 1pm	x	x	x	x
3/18/2026	Wellness Wednesday - PEC 0110, 1pm	x	x		
3/18/2026	WHM & ALAS Play that Beat - SSC 1200, 1:30pm	x	x		
3/18/2026	Massage Therapy Open House - HSC 3264, 3:30pm	x	x		x
3/19/2026	Workforce Collaborative Breakfast - SSC Atrium, 8am	x			x
3/20/2026	CEANCI T & E Ed Regional Competition - ATC, 8am	x	x		x
03/20 - 03/21	Rock Valley College 2026 Jazz Festival - ERC PAR, 6pm	x	x		x
3/20/2026	Phi Theta Kappa Induction Ceremony - SSC Atrium, 7pm	x	x		x
3/21/2026	Illinois History Day - SSC Atrium and CLI, 8am	x	x		x
3/21/2026	Volleyball Tournament - PEC Gym, 9am	x	x	x	x
3/23/2026	Guilford On Site Registration - SSC Atrium, 9am				x
3/21/2026	Volleyball Game - PEC Gym, 10am	x	x	x	x
3/23/2026	ISS EID Celebration - SSC Atrium, 2:30pm	x	x		
3/25/2026	Human Library Student Edition - SSC MCC, 1pm	x	x		
03/26 - 03/28	Spring Play "Leaving Iowa" Performance - ERC PAR, 7:30pm	x	x		x
3/27/2026	Sister to Sister GLOW Conference - SSC Atrium, 9am				x
3/29/2026	Baseball Game - Rivets Stadium, 12pm & 2:30pm	x	x	x	x
3/29/2026	Spring Play "Leaving Iowa" Performance - ERC PAR, 2pm	x	x		x
3/30/2026	Women in Law Enforcement Panel Discussion - SSC Atrium, 12pm	x	x		x
3/31/2026	What's the Tea Tuesday - SSC MCC, 2pm	x	x		