Rock Valley College

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

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.”

- **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, 8377
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