

Personnel Reports

RVC Administrative Procedure (3:10.090)

Purpose

Rock Valley College is committed to recruiting and retaining top talent to meet the mission and goals of the college in serving our community in excellence. The Personnel Report reflects employment changes for designated workgroups.

Scope

This procedure is implemented by Human Resources and Office of the President and applies to all employees of the College, including full-time, part-time, temporary, adjunct, and student employees.

Definitions

Promotions: employee changes position, which results in an increase in grade

Demotions: employee changes position, which results in a decrease in grade

Lateral Transfers: employee changes position, which results in no increase or decrease in grade

Reclassifications: employee changes working status based on hours worked (i.e. CPT to FT)

Retirements: employee leaves the workforce upon reaching a certain age or after achieving financial security

Turnover: measurement of the overall health of the workplace by assessing retention of employees

Administration: Non Bargaining Unit employees who are appointed by way of fixed term contracts that serve as a Dean, Director, Executive Director, Vice President or President of the College. Typically, these are full-time employees hired to work 12 months.

Administration Leadership: Non Bargaining Unit employees who are appointed by way of fixed term contracts that serve as a Cabinet Member as a Vice President or the President of the College. Typically, these are full-time employees hired to work 12 months.

Faculty: As defined in the faculty CBA Section 1.3.13, The terms "faculty", "faculty member", or "fulltime 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), librarians and any full-time faculty member hired into existing or new faculty positions. As defined in the faculty CBA Section 1.3.14, A full-time temporary faculty is an employee hired, for a semester or an academic year, for a load of at least 15 CH/CHE per semester.

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Teaching Specialists: As defined in the faculty CBA Section 1.3.4, teaching include professional reading specialists, math specialists and communications specialists who currently have twelve month employment contracts and whose regular assigned workload is forty (40) hours per week, the regular fulltime librarian positions of Reference Coordinator, Technical Services Coordinator, instructional Librarian, Systems Librarian and Outreach Coordinator/Archivist and the position of fulltime Clinical Skills Nursing instructor. As defined in the Memorandum of Agreement- Faculty Association, this designation also includes the Dental Hygiene Clinical Instructor Position

Procedure

Human Resources will prepare a monthly personnel report once confirmation of the following appointments is received: promotions, demotions, departures, lateral transfers, reclassifications, and retirements for all College employees who are classified as Administration, Administration Leadership, and Faculty/Teaching specialists.

This personnel report is due to the Office of the President 7 business days before the Board of Trustees Committee of the Whole meeting for review and formatting. This meeting is regularly held the 2nd Tuesday of the month. Human Resources will list all positions that have been filled in the current month with the employee's name, position, grade, salary and start date.

Positions that are currently being filled should be listed, without the candidate, as long as there is reasonable expectation that the position will be filled by the regular Board of Trustees meeting, which is regularly held the 4th Tuesday of each month.

Should any changes be made to the personnel report for the appointments listed above, Human Resources will track changes via a redlined personnel report. This report should be submitted to the Office of the President 5 business days before the Regular Board of Trustees meeting for review and formatting. Once the corrections have been made, both the clean and redlined versions of the personnel report will be provided and presented at each regular monthly Board meeting via a Board Report.

In addition to the monthly personnel reports, Human Resources will prepare a quarterly hires and departures report for the 1st, 2nd and 3rd quarter of the Fiscal Year.

An annual report at the end of each fiscal year to be provided to the Board which shall contain metrics on all full-time employees working for the College, including employee numbers, employee demographics, promotions, demotions, departures, lateral transfers, reclassifications, retirements, and turnover rates.

Listed below is a schedule these reports:

1st Quarter (July, August, September)- Presented in November

2nd Quarter (October, November, December)- Presented in February

3rd Quarter (January, February, March)- Presented in May

Annual Report (include 4th Quarter data for April, May, June)- Presented in August



Reference: Board Policy 3:10.090

Implemented: January 26, 1998

Revised: April 8, 2014, January 29, 2019, August 13, 2025