

Rock Valley College

College-Sponsored Trainings, Seminars, and Workshops RVC Administrative Procedure (3:30.070)

Purpose

The purpose of this administrative procedure is to establish clear guidelines for the implementation of Rock Valley College Board Policy 3:30.070 regarding employee participation in College-sponsored trainings, seminars, and workshops. This procedure ensures consistent application of the policy and clarifies the roles and responsibilities of employees and supervisors in supporting professional development while maintaining operational needs.

Scope

This procedure applies to all Rock Valley College employees, including full-time, part-time, faculty, and staff, who are eligible to participate in College-sponsored training activities, whether mandatory or optional, as designated by the College. The procedure will be administered in accordance with any applicable collective bargaining agreements.

Definitions

- **Mandatory Training:** Training sessions, seminars, or workshops designated by the College as required for specific employees or job classifications.
- **Optional Training:** Training sessions, seminars, or workshops that employees may choose to attend for professional development, pending supervisor approval.
- **Supervisor Approval:** Formal authorization by the employee's immediate supervisor to attend a College-sponsored event, based on relevance to job duties and operational feasibility.
- **Registration Fee:** The cost associated with attendance in a training, seminar, or workshop. This may be waived if space is available.
- **Special Fee:** Additional charges for optional materials such as handouts, meals, or supplemental resources, which may not be waived and could be the responsibility of the participant or department.
- **Collective Bargaining Agreement (CBA):** A legally binding agreement between the College and its unionized employees, which may supersede portions of this procedure where applicable.

Procedure

A. Identification and Communication of Trainings

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1. The College, through the Office of Human Resources or designated departments, will identify and communicate upcoming mandatory and optional trainings via email, intranet, or training calendar.
2. Mandatory trainings will include a list of required participants and attendance expectations.
3. Optional trainings will include registration instructions and space availability details.

B. Supervisor Approval Process

1. Mandatory Trainings:

- Identified employees are expected to attend.
- Employees must notify their supervisor in advance and coordinate schedules to ensure operational coverage.
- Supervisor approval is procedural to confirm awareness and facilitate planning but not discretionary unless there are operational constraints.

2. Optional Trainings:

- Employees must submit a written request in email to their immediate supervisor for approval recommended at least 2 days in advance.
- The supervisor will assess:
 - Relevance to job responsibilities
 - Staffing levels and operational needs
 - Availability of space and potential costs

C. Registration and Cost Management

1. When space is available, the College division or department will not be charged a registration fee.
2. Any special fees may apply and must be communicated in advance.
3. If such fees are not covered by the College, employees must obtain approval for reimbursement or commit to personal payment.
4. The College will not provide overtime pay for travel, meals, or participation occurring outside of the employee's standard work schedule.

D. Attendance and Documentation

1. Employees attending any College-sponsored training must:
 - Sign in or provide proof of attendance, as required.
 - Submit any required documentation or feedback forms.
2. Completion of mandatory trainings will be recorded in the employees' training record.
3. Supervisors may follow up for verification or compliance tracking.

E. Conflict with Collective Bargaining Agreements

- Where this procedure intersects with provisions of an applicable CBA, the terms of the CBA will govern.
- Questions or conflicts regarding contract interpretation should be referred to Human Resources.

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Responsibilities

Role	Responsibility
Employees	Request approval, attend trainings, and complete any required documentation.
Supervisors	Review and respond to training requests, ensure operational coverage, and track compliance with mandatory trainings.
Human Resources	Coordinate training offerings, maintain training records, and ensure alignment with CBAs.
Departments/Divisions	Budget for any special fees where appropriate and support employee development.

Exceptions

Exceptions to this procedure must be approved by the Vice President of Human Resources, the President of the college, or their designee. Any exception due to collective bargaining terms must be coordinated with the appropriate union representative.

Related Policies and References

- RVC Board Policy 3:30.070
- Applicable Collective Bargaining Agreements
- Employee Handbook

Reference: Board Policy 3:30.070

Implemented: March 24, 2009

Revised: November 15, 2025