

# Rock Valley College

## Leave for Non-College Sponsored In-Service Training and Workshops RVC Administrative Procedure (3:30.130)

### Purpose

The purpose of this administrative procedure is to establish guidelines for the implementation of Rock Valley College Board Policy 3:30.130 regarding employee participation in non-College sponsored in-service trainings and workshops. This procedure ensures consistent application of the policy, clarifies approval processes, and defines compensation and expense rules for employees attending such activities.

### Scope

This procedure applies to all Rock Valley College employees, including full-time, part-time, faculty, and staff, who request release time to attend non-College sponsored professional development activities. The procedure will be administered in accordance with applicable collective bargaining agreements.

### Definitions

- **Non-College Sponsored Training/Workshop:** A professional development opportunity not organized or funded by Rock Valley College but requested by an employee to enhance job-related skills or knowledge.
- **Standard Work Schedule:** The employee's regularly assigned work hours as defined by their position classification.
- **Overtime:** Work hours beyond the standard work schedule that qualify for overtime compensation as defined by College policy and applicable law.
- **Remuneration:** Reimbursement or payment of authorized expenses according to Board policy and established College procedures.
- **Supervisor Approval:** Written authorization by the employee's immediate supervisor and the appropriate Leadership Team member based on job relevance and operational feasibility.

### Procedure

#### A. Request to Attend Non-College Sponsored In-Service Training or Workshops

Employees seeking approval to attend a non-College sponsored in-service training or workshop must submit a written request via email to their immediate supervisor and the appropriate Leadership Team member.

The request should include:

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- Title, location, and dates of the training/workshop
- Explanation of its relevance to the employee's job duties
- Estimated costs and funding source (if applicable)
- Schedule impact and plan for coverage (if needed)

## B. Approval Considerations

Approval of requests will be based on the following criteria:

- Appropriateness and/or applicability to the employee's job duties
- Budgetary restrictions
- Previous participation in similar programs
- Seniority, if applicable
- Best interests of the College, as determined by the supervisor and Leadership Team member
- Operational needs of the department during the requested leave period

Supervisors are encouraged to evaluate both the developmental value to the employee and the operational impact on the department before granting approval.

## C. Compensation and Expense Reimbursement

1. Employees approved to attend non-College sponsored in-service training or workshops will be compensated for hours worked during their standard work schedule only.
2. The College will not provide overtime pay for travel, lodging, meals, or participation occurring outside of the employee's standard work schedule.
3. Reimbursement of expenses, when approved, will follow the applicable Board policy and College travel or expense reimbursement procedures.

## D. Documentation and Recordkeeping

1. Supervisors must maintain documentation of the approved request, including justification and funding details (if applicable).
2. Employees may be required to provide proof of attendance or completion certificate, if applicable.
3. Human Resources or the department may record participation for professional development tracking purposes.

## E. Alignment with Collective Bargaining Agreements

This procedure will be administered in accordance with any applicable collective bargaining agreements.

## Responsibilities

Role	Responsibility
<b>Employees</b>	Submit written requests for non-College sponsored training, provide relevant details, and adhere to

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attendance and documentation requirements.

## **Supervisors**

Evaluate requests based on policy criteria, ensure operational coverage, and forward approvals to the appropriate Leadership Team member.

## **Leadership Team Members**

Review and approve or deny requests in consideration of College priorities, budget, and equity.

## **Human Resources**

Maintain policy oversight, ensure compliance with collective bargaining agreements, and assist with procedural questions.

## **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 related to collective bargaining agreements must be coordinated with the appropriate union representative.

## **Related Policies and References**

- RVC Board Policy 3:30.130
- Applicable Collective Bargaining Agreements
- Employee Handbook

**Reference:** Board Policy 3:30.130, AR 314

**Implemented:** September 4, 1973

**Revised:** April 8, 2014; November 17, 2025