

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 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 employee 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