

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 6001

Purpose and Scope

Date Adopted: 1 April 1993
Date Revised: 14 September 2017
Date Reviewed: 29 August 2017

References:

1. ESTABLISHING AND MAINTAINING PERSONNEL POLICIES

These policies, as amended, are to be incorporated into all employee contracts as if fully stated in the contracts. The Board of Regents reserves the right to amend these policies at any time, and any subsequent amendments shall apply to an existing employee contract, as if they had been in place at the time of the execution of the contract.

2. COVERAGE

The policies shall apply to all persons employed by COM-FSM, except the members of the Board of Regents, the President of the College, and the students (unless a student is employed by the college, then the policies apply to the individual in all employment related areas). It is recognized that the governing board of the College of Micronesia may have jurisdiction to appoint, remove, and compensate certain employees that are part of the Land Grant Program of the College of Micronesia. The provisions of this manual are not meant to expand or limit the jurisdiction of that governing board, whose authority is provided by Treaty. To the extent that this Manual can be applied to such employees consistent with the provisions of the Treaty, it should be so applied.

3. GUIDING PRINCIPLES

The following are the guiding principles which COM-FSM system should apply in the implementation of the Personnel System:

- a. Recruiting, selecting and advancing employees on the basis of relative abilities, knowledge, and skills including open consideration of qualified applicants for initial appointment;
- b. Providing equitable and adequate compensation;
- c. Training employees as needed to ensure high quality performance;
- d. Retaining employees on the basis of adequacy of their performance and separating employees whose inadequate performance cannot be corrected;
- e. Ensuring high quality management/employee relations, and
- f. Adopting and adhering to the policy of “equal opportunity” and non-discrimination in the formulation and adoption of institutional policies including, but not limited to: rules and regulations for the administration of the college and all its campuses; and for the purpose of carrying out all other duties, powers, and responsibilities heretofore and hereinafter conferred to it.

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All employees are to comply with any authorized COM-FSM policies or directives, whether issued before or after the signing of any employment contract. Any non-compliance of policies or directives will be viewed as a breach of policy and that employee may be subject to disciplinary action.