|  |  |  |
| --- | --- | --- |
| **Policies that are current and formatted using the approved policy template** | | |
| Old Numbering | New Policy Numbering | In all instances, complied with font sizes, specifications of new template |
| Section I  Purpose and Scope | COMFSM\_BP 6001 | Deleted “ Purpose” & “Code of Ethics” sections,  Relocated “Responsibility” section to Administrative Procedures,  Relocated “Academic Freedom” to a policy by itself( COMFSM\_BP6002) |
| Section I  Purpose and Scope | COMFSM\_ BP 6002 | Established “Academic Freedom” as an individual policy |
| Section II  Governance | COMFSM\_ BP 6003 | Deleted “Purpose” section  Changed “College” to college , “COM-FSM” to College of Micronesia-FSM |
| Section III  Administration | COMFSM\_BP 6004 | Deleted “Purpose”  Changed capital letters to small letters in words such as “ President, Board, and College” |
| Section IV  Positions and Classes of Positions | COMFSM\_BP 6005 | Deleted “Purpose”  Re-numbered section from small roman numerals to numerical numbers  Changed capital letters to small letters in words such as “ President, Board, and College” & “COM-FSM” to College of Micronesia-FSM |
| Section V  Kinds of Positions and Appointments | COMFSM\_BP 6006 | Deleted “Purpose”  Changed capital letters to small letters in words such as “ President, Board, and College”  Changed salary placement from old scale to the new scale |
| Section VI  Employment | COMFSM\_BP 6007 | Deleted “Purpose”  Change capital letters to small letters in words such as “ Human Resources Office/Director , Adhoc, Selection Committee, College, Board”, |
| Section VII  Employment Contract | COMFSM\_BP 6008 | Deleted “Purpose”  Change capital letters to small letters in words such as College, “Personnel” to Human Resources, “COM-FSM” to College of Micronesia-FSM |
| Section VIII  Compensation Policies and Practices | COMFSM\_BP 6009 | Deleted “Purpose”  Updated “job related factors, salary schedule references, salary examples, etc” to fit the already approved salary schedules and appendices  Changed capital letters in small letters in “college, president, board, etc.” |
| Section IX  Leave Policies | COMFSM\_BP 6010 | Deleted “Purpose”  Pulled sections under Policy 006 Donated sick leave to this section  Pulled section under Section XI Staff Development Program as relevant  Changed capital letters in small letters in “college, president, board, etc.”  Kept out all “procedures” sections |
| Section X  Employment Benefits | COMFSM\_BP 6011 | Deleted “purpose”  Change capital letters to small letters in words such as College, “COM-FSM” to College of Micronesia-FSM  Separated out the sections on Tuition Wavier and Reduction and Extended Employment Benefit to add to relevant policies to form individual policies later in this manual  Focused this section on the Optional Benefits only to simplify things |
| Section X  Employment Benefits | COMFSM\_BP 6012 | Focused this section on Social Security only to simplify things |
| Section X  Employment Benefits | COMFSM\_BP 6013 | Focused this section on Holidays only to simplify things |
| Section X  Employment Benefits | COMFSM\_BP 6014 | Focused this section on Liability Insurance and Line of Duty Injury to simplify things |
| Section XI  Staff Development Program | COMFSM\_BP 6015 | Deleted “Purpose” “Staff Development Committee”, “ In house trainer or workshop” sections  Change capital letters to small letters in words such as College, “COM-FSM” to College of Micronesia-FSM  Kept out the procedures sections |
| Section XII  Incentive Program | COMFSM\_BP 6016 | Deleted “Purpose”, reference to “ Staff Development”, “Responsibility”  Combined introductory sections into one simple opening paragraph  Deleted deadlines provided in individual award category, limitation of 2 awards under “Innovative Award”  Replaced “Staff Development Committee” with President’s Cabinet, “ Staff Development” with professional development,  Updated adhocs with current practices |
| Section XIII  Performance Evaluation | COMFSM\_BP 6017 | Deleted “ memo requirement, purpose, purpose section,  Updated references to appendices  Change capital letters to small letters in words such as College, Board, President, etc. |
| Section XIV  Termination | COMFSM\_BP 6018 | Deleted “Purpose” section  Added an introductory paragraph  Change capital letters to small letters in words such as College, Board, President, etc. |
| Section XV  Employee Discipline and Protection | COMFSM\_BP 6019 | Deleted “Purpose” section  Change capital letters to small letters in words such as College, Board, President, etc. |
| Section XV  Employee Discipline and Protection | COMFSM\_BP 6020 | Focused this section on Sexual Harassment to simplify things  Deleted “Purpose”  Updated references to other policies ( Student Handbook)  Change capital letters to small letters in words such as College, President, Human Resources Office, etc.  Changed section on “procedures” to timelines as more appropriate |
| Section XVI  Grievance Procedure | COMFSM\_BP 6021 | Deleted “purpose”  Change capital letters to small letters in words such as College, President, Board, Grievance Committee, etc. |
| Section XVII  Employee Organization | COMFSM\_BP 6022 | Deleted “Purpose”  Inserted an introductory paragraph at the beginning  Change capital letters to small letters in words such as College and President |
| Section XVIII  Outside employment | COMFSM\_BP 6023 | Deleted “Purpose, Procedures, Responsibilities and Source documents” sections.  Change capital letters to small letters in words such as College, President, Vice President, Campus Director”  Updated reference to other policies |
| Section XIX  Nepotism | COMFSM\_BP 6024 | Deleted “Purpose” section  Changed capital letters to small letters in words such as Board and College |
| Policy 001  Classification Policy | COMFSM\_BP 6025 | Deleted “Purpose, responsibilities, procedures, source” sections  Update “human resources director” from personnel officer |
| Policy 002  Faculty Workload Policy | COMFSM\_BP 6026 | Deleted “purpose, procedures sections  Changed capital letters to small letters in words such as Board, College, Chairperson, Vice President, and College  Updated reference to other polices |
| Policy 003  Tuition Wavier and Reduction | COMFSM\_BP 6027 | Deleted “purpose, application, responsibilities, & procedures” sections  Inserted age limit from procedures into the policy section to make it clear and updating the definition section to match up |
| Policy 004  Extended Employment Benefits Policy | COMFSM\_BP 6028 | Deleted “Purpose, responsibilities, procedures” sections  Changed capital letters to small letters in words such as Board and College.  Updated the eligible criteria under Housing to fit placement of eligible positions on the current salary schedule  Matched already established definition of Regular Employee to other previous policy sections |
| Policy 005  Code of Ethics | COMFSM\_BP 6029 | Deleted “purpose, procedures, responsibilities, sources” section  Changed capital letters to small letters in words such as Board, College, Vice Presidents, spelled out College of Micronesia-FSM, Director of Human Resources, Code of Ethics, etc.  Updated references to other policies |
| Policy 007  Emeritus Professor | COMFSM\_BP 6030 | Deleted “purpose, responsibilities, procedures, sources” sections  Changed capital letters to small letters in words such as Board, College, etc. |
| Policy 008  Human Resources Record Access & Confidentiality Policy | COMFSM\_BP 6031 | Deleted “purpose, responsibilities, procedures” sections |
| CSAFWCP Policy | COMFSM\_BP 6032 | Deleted “Purpose, responsibilities, procedures” sections  Changed capital letters to small letters in words such as College, etc. |
|  |  |  |
| **Policies that are absolute and no longer relevant** | | |
| Section XX  Revisions and Amendments |  | This section is a duplicate of COMFSM\_BP 2001 |
| Policy 006  Donated Sick Leaves |  | This section is inserted into the Leave Policies |
|  |  |  |
|  |  |  |
|  |  |  |