COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 6007

Employment

Date Adopted: 01 April 1993

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References: Section VI, 13 May 2013 Personnel Policy and Procedure Manual

Employment
All rules and regulations governing employment at the College of Micronesia-FSM will adhere to Public Law No.7-79.

I. RECRUITMENT
The recruitment and selection process is designed to assist the college in obtaining the most qualified and ablest candidate for the position.

A. Job Announcement: All position vacancies, except for those to be filled by reassignment, are to be advertised.

B. Evaluation of Applicants: The human resources office, with input from the supervisor/ appropriate vice president of the announced position, is to appoint an adhoc selection committee for each closed announcement. The selection committee is made up of at least five members familiar with the duties and qualifications of the vacant position. The selection committees are to screen applications for eligibility, interview qualified applicants, and identify the best-qualified candidates. Evaluations are to be job-related in nature and designed to reveal the capacity of the applicant to successfully perform the duties of the position for which the individual is applying.

1. Evaluation is to consist of, in various combinations as appropriate to the position or class of positions, (a) practical written examination, (b) performance test and/or work sample, (c) interview, (d) rating of training and experience, (e) background and reference inquiry, and (f) physical examination.

2. Selection: Selection of the applicant is to be accomplished consistent with the merit principles of recruitment and selection based on ability, experience, knowledge, attitude, and skills.

   Limitations: Regular employees may apply for vacancies after completing their initial probationary period in their current job. Submitted applications are to be kept on file for only one (1) calendar year.

3. Confidentiality: All applications and discussions by the selection committee are confidential and must not be discussed with anyone outside of the committee.

II. REASSIGNMENT

Reassignment may occur within the college system when it is apparent that investing in in-house capacity building would benefit the college.

Limitations: Regular employees may be considered for reassignments after completing a year in their current job. Reassignment is limited to faculty, professional and classified positions only.

III. PROBATIONARY PERIOD & STATUS

A. New Hire: Every regular employee hired will serve a 12-month probationary period during the initial contract. Exceptions are employees who have worked under limited-term appointments within the college and are given permanent status in the same position. They will be allowed to count a maximum of 3 months experience towards the probationary period.

B. New Position: Employees who move to a new position will serve a 12-month probationary period. Exceptions are employees who are transferred to a position with similar duties and responsibilities.

C. Evaluation: An employee serving a probationary period will be evaluated twice within the probationary period. The first evaluation report will take place six months from the date of hire or reassignment when appropriate. The second evaluation report will be made no later than 60 days prior to the expiration of the probationary period. The report will recommend continuance of the employee in the service of the college or dismissal from service.

D. Leave of Absence: An employee who is granted a leave of absence without pay during the probationary period will be given credit for time served on probationary status if the employee returns to the same class of position in the same department within one year. An employee who took a leave of absence without pay will have the probationary period extended by the number of days taken without pay.

E. Failure to Render Satisfactory Performance: If the employee on probation fails to render satisfactory service during the period of probation, the employee may be dismissed by the appointing authority. Dismissal while serving the initial probationary period is not subject to appeal.

F. Satisfactory Completion of Probationary Period: Employees who satisfactorily complete their probationary period will be considered as having attained permanent appointment status in the service of the college.

IV. WORK ASSIGNMENTS

Job descriptions are required for all the classifications of personnel including but not limited to management, faculty, professional and classified staff.

A. Mangement Classes
The work designations for this area reflect the highest standards of professional expectation and deal only with professional duties inherent in the position classification. All employees in the management classes are on duty on administrative workdays (days college is open) in the calendar year. Work assignment is in administration and other comparable professional duties.

B. Professional Classes
The work designations for this area reflect the highest standards of professional expectation and deal only with professional duties inherent in the position classification. All employees in the professional classes are on duty on administrative workdays (days college is open) in the calendar year. Full time employees will work 40 hours per week and are assigned to the performance of professional service and other comparable duties.

C. Classified Classes
Job descriptions are required for the major classifications of classified personnel. The work designations for this area reflect the highest standards and deal only with duties inherent in the position classification. Full time employees, regardless of classification, will be designated 40 hours per week for the performance of regular service and other comparable duties. Classified personnel are on duty on days the college is open in the calendar year.

D. Faculty
Faculty members, teaching and non-teaching, work designations reflect the highest standards of professional expectation and deal only with professional duties inherent in the position classification. Teaching staff annual salaries are for the academic year. The hours of work are to be arranged by the VPIA office and the instructional coordinator of the respective campus and are to adhere to the faculty workload policy.

All 10/2 and 12-month faculty employees are on duty on administrative workdays (days the college is open) in the calendar year. Full-time employees will work 40 hours per week and are assigned to the performance of professional service and other comparable duties. Salaries are for the 12-month calendar year.

E. Exempt Class
Exempt classes of positions are generally temporary positions funded by sponsored programs and cannot be accommodated under the current salary schedules. Staff under the exempt classes are under contract for the duration of the grant only.

F. Pro-rata Staff
Pro-rata staff are employees who are assigned more than part-time load but less than 40 hours per week but are classified as full-time employees for contract reasons. Their salaries are prorated accordingly.

See Administrative Procedure 6007.