COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 6008

Employment Contract

Date Adopted: 14 March 2011

Date Revised: 14 March 2011

Date Reviewed: 30 April 2015; 4-5 December 2025

References: Section VII, 13 May 2013 Personnel Policy and Procedures Manual

There are two types of contracts that may be entered into by the College of Micronesia-FSM under its Human Resources Policies and Procedures Manuals. These contracts are defined below.

1. Employment Contract

This is a contract of employment where the employee receives appointment to a permanent position and where an employer/employee relationship exists between the college and the individual employee. The employee herein and the conditions of employment are governed by the Human Resources Policies and Procedures Manuals.

a) Initial Employment Contract: Initial contracts are for three years. Shorter contracts may be offered when the funding for the position is less than three years. The first year of the initial contract shall serve as the probationary period. The college may terminate the initial contract after the probationary period if the employee is found unsatisfactory.
b) Renewal Employment Contract: Renewal contracts are usually for four years. The length of renewal contracts may be shorter dependent on the employee's personnel evaluation rating, recommendation of the supervisor, and/or the grant period for externally funded projects.

2. Personal Services Contract

This is a contract for personal services between the college and the person or party in the contract. The contract is the sole document constituting the entire agreement between the parties and which contains all terms and conditions of the agreement. A personal services contract is subject to the following conditions and limitations:

a. Services to be performed are temporary in nature and does not lend itself to regular employment. And as such, the college is unable to provide qualified employees under the personnel merit system;

b. Part-time professional and/or specialist services are unobtainable through the personnel merit system;

c. Expert consultation services are not presently available within the college, where full-time employment is not needed or practical, or where the need is intermittent or for a short period of time; and

d. A personal services contract shall not be used as a substitute for hiring employees under the personnel merit system.

e. Regular non-teaching employees shall not be contracted to perform their regular duties and responsibilities; and

f. Special contracts used to fill vacancy positions are limited to six months and may not be renewed.

Contract Renewal

The college has no obligation to offer subsequent employment. The college may, at its option, offer a new period of employment to the employee, but a decision by the college not to offer a new employment contract may not be appealed**.** Notification to the employee must be provided at least 60 days prior to the expiration date of the contract. Likewise, if the employee decides not to renew his contract, at least 60 days prior notice must be provided to the college.