COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 6016

Incentive Program

Date Adopted: 01 April 1992

Date Revised: 11 June 2025

Date Reviewed: 30 April 2015; 11 June 2025

Reference: Section XII, 13 May 2013 Personnel Policy and Procedure Manual

The College of Micronesia-FSM recognizes regular full-time staff and faculty for their outstanding performance and achievements once a year through the "Incentive Award Day" held in May of each year after the final exams and before the graduation day. See procedures for details.

The following are some of the recognition/appreciation awards currently in place.

A. **Innovative Idea Award:** To encourage and reward employees for outstanding ideas that have been implemented and have resulted in cost savings or improved performance in any area. Open nominations. Monetary award - $100 per person plus certificate. This award will only be granted in years when there is sufficient merit, at the discretion of the Senior Leadership Team (SLT) or their designee.

B. **Service Awards For 5, 10, 15, 20, 25, 30 Years:** To recognize continuous years of service to the college. Available to all employees. No application form necessary. The human resources office provides identifies recipients based on dates of hire. Recipients will be presented a certificate and a monetary award that reflects their years of service at the discretion of the SLT or their designee.

C. **Award of Recognition:** To recognize an employee who goes above and beyond the call of duty for the good of the college. Open nominations. One award per year. Recipient will be presented a certificate and monetary award of $250.00. This award will only be granted in years when there is sufficient merit, at the discretion of the SLT or their designee.

D. **Faculty of the Year Award:** Given to one full-time faculty member per year for outstanding teaching. Self and open nominations from staff, department heads, and students are accepted. The Vice President of Instructional Affairs and a committee of at least two other people, selected by the SLT or their designee will make the selection. Recipient will be presented with a certificate and monetary award of $250.00.

E. **Professional Recognition:** Professional recognition in the form of a news release (Example: President's Message to the Community) and a public recognition at the awards ceremony to be given to individuals attaining degrees, writing books, articles or publications, being appointed to leadership positions in professional associations or being promoted in the local campus. Recipients of this award will be given a certificate and a monetary award of $50.00.

F. **Employee Retirement:** All retiring employees, with a minimum of twenty (20) years of service, will be recognized with an all-college luncheon or dinner, given an introduction by the supervisor or the COM-FSM President, and presented with a certificate and a gold watch or its cash equivalence. Those retiring with less than twenty years will be presented with a certificate. Awards issued by the Office of the President.

G. **Good Health Award:** To recognize non-faculty staff who have not taken a single sick day in a calendar year. Recipient will be given a certificate, and a coupon for an extra vacation day with no charge to accrued annual leave or sick leave, and a monetary award for $50.00. Data used is based on sick leave forms submitted for payroll.

H. **Student's Choice Award:** Award presented to staff or faculty who support, assist, encourage, advise, and serve as a role model for the students. Nominations to be made by the students. Secret all-student vote will be made after nominees are listed. One award per year. Recipient will be presented a certificate and a monetary award of $50.00.

I. **Community Service Award:** Award presented to an individual who has promoted the college in the community, or has performed outstanding community service. Open nominations. One (1) award per year. Recipient will be presented with a certificate and a gift. This award will only be granted in years when there is sufficient merit, at the discretion of the SLT or their designee.

J. **S**taff of the Year Award: Given to one non-teaching staff member from each department per year who shows the following qualities or criteria for selection: outstanding work performance; active participation on committees and teams; contribution of time and effort to extra-curricular activities, special projects etc; demonstrated dedication to the college; and recognized for outstanding service to students and others. Nominee must be a full-time regular employee who has completed at least one-year of service to the college. Self and open nominations from staff, faculty, or department heads are accepted. Nominees will be reviewed and screened by the SLT or their designee for eligibility. For the State Campuses, a committee comprised of the student services coordinator, the Student Body Association President and the HR representative. Recipient will be presented with a certificate and monetary award of $250.00.