COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 6025

Classification Policy

Date Adopted: 01 April 1993

Date Revised: 27 November 2019; 11 June 2025

Date Reviewed: 30 April 2015; 27 November 2019; 11 June 2025

References: Policy 002, 13 May 2013 Personnel Policy and Procedures Manual

1. CLASSIFICATION

All requests for the establishment of new positions or reclassifications of current positions are to be reviewed by the Director of Human Resources for proper classification following the established procedure.

The establishment of new positions occurs when the department or office unit identifies a need and the President approves the position. Changes of duties and responsibilities occur with departmental reorganization, or as an employee becomes more experienced and takes on additional higher level, permanent assignments. Reclassification request are not to be used for rewarding an employee for their hard work. Therefore, there is a need to specify responsibilities and procedures for classifying new positions and reclassifying current positions.

2. APPLICATION

This policy applies to all non-instructional positions.

3. EFFECTIVE DATE

The effective date for an approved reclassification request is one month following receipt of the completed request in the human resources office. Employees reclassified are exempt from the probationary period.

See Administrative Procedure 6025.