

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

Employment

Date Adopted: 1 April 1993

Date Revised: 30 May 2015, 25 May 2012

Date Reviewed: 11 August 2017

References: Chapter 1, Human Resources Manual, August 30, 2017

How to Fill Vacant and New Positions

Frequently Asked Questions (FAQ)	
✓ How do I know how many positions are available in my office?	✓ Review your current budget; all positions that are budgeted for each unit filled and unfilled are listed. If you don't have access to your current budget, ask your VP or the comptroller.
✓ How long does my committee have after the interview to submit our recommendation?	✓ Your ad hoc committee has two weeks (including weekends) after the last interview conducted to submit your findings and recommendation to the Human Resources Office.
✓ When should I advertise my vacant position?	✓ As soon as a position becomes vacant, or upon the president's approval of a resignation, you should advertise the vacant position.
✓ How do I go about advertising my position?	✓ Fill out the PPR Form and send it to your VP for endorsement.
✓ How long is the period of announcement?	✓ First time advertisement is for 30 days while re-advertisement begins at 15 days.
✓ How do I know if there are candidates who responded to my advertised position?	✓ HR will inform you when your position is closed. Likewise, you will be informed if no one applies.
✓ How many people should serve on the ad hoc committee?	✓ A minimum of five members should staff the ad hoc committee, and the supervisor should chair the committee unless there is a conflict of interest (for example, an immediate family member of the supervisor of the position for which the candidate applies or of a member of the search committee).
✓ How are ad hoc committees appointed?	✓ The office head will make a recommendation to the director of human resources, and the two will finalize the five-member committee.

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

✓ Where should I send my committee's hire recommendation?	✓ The committee's recommendation is to be provided to the Human Resources Office with the entire packet for a closed position.
✓ How do I know if my committee's hire recommendation is approved?	✓ If you are an office head, director of human resources informs you and your vice president when a recommendation for hire has been approved.
✓ Who will make the job offer?	✓ The director of human resources is the only staff member authorized to make job offers.
✓ How do I know when my new employee will begin work?	✓ The director of human resources notifies office head and respective vice president for the starting date of new hires in their office and department.

How to Prepare a Job Announcement

The Human Resources Office prepares job announcements and posts them in relevant media locally and beyond (college website, local radio station, local television, local newspaper, HigherEdJobs.com, *Chronicle of Higher Education Newsletter*). HR staff types up the vacancy announcement based on the completed Personnel Position Requisition Form and in consultation with HR established standards for vacancy announcements. For each job announcement, office heads and HR staff will follow the steps below to ensure proper and consistent review and input into the final announcement. *A sample of a position announcement appears on the following pages.*

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

Table 1.5. Example of COM-FSM Employment Advertisement

Employment Opportunity	
EO No: 2017-012	
College of Micronesia–FSM Human Resources Office P.O. Box 159 Kolonia, Pohnpei, FSM 96941 Phone: 691-320-2480 Fax: 691-320-2479	
Opening Date: November 22, 2016	Closing Date: December 21, 2016
Position and Salary:	Director of Cooperative Research and Extension N/16/D \$27,334.00 PA
“Position is eligible for housing and transportation benefit”	
Location:	National Campus/CRE P.O. Box 159 Kolonia, Pohnpei FM 96941
Mission Statement The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic, career and technical educational programs characterized by continuous improvement and best practices.	
Values	

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6007

College of Micronesia-FSM core values and principles of best practices

We value the higher education community in which we work and those diverse island communities we serve. As members of these communities, we strive to embody these core values and to demonstrate them through the following best practices

Excellence

- Complete all duties and assignments.
- Hold yourself accountable to high performance standards
- Aim to meet or exceed standards of best practices.
- Set goals and endeavor to exceed them.
- Be positive and encouraging.

Learner-Centeredness

- Dedicate time for learning.
- Use every assignment as a learning opportunity.
- Explore your curiosity.
- Continuously assess your knowledge, skills, and abilities.
- Collaboratively share information and skills.
- Be transformative, think outside the box.
- Learn from failures to continuously improve.

Commitment

- Be dependable by being present and on time.
- Dedicate your time, energy, and enthusiasm.
- Contribute your best and inspire others to do the same.
- Give back when you can.
- Connect, participate, and be involved.
- Work to make a difference.
- Anticipate what is needed and do that work without being asked.

Professionalism

- Be honest and transparent.
- Accept responsibility for your actions.
- Maintain confidentiality.
- Do no harm, be ethical.
- Develop logical plans and foresee consequences.
- Act in the best interest of the college and the communities you serve.

Teamwork

- Respect yourself and others.
- Engage and contribute wholly to all team activities.
- Offer your assistance and guidance when necessary.
- Actively listen.
- Pursue an understanding of diverse points of view and ideas.
- Respond respectfully when others disagree with your views.
- Recognize the needs of others.
- Actively build working and learning relationships.
- Appreciate your colleagues.
- Share and use resources responsibly.

*Adapted from Dartmouth's Core Values Model <http://www.dartmouth.edu/~rpd/corevalues/list.html>

Area of Responsibility and Reporting Authority: The director of cooperative research and extension (CRE) is responsible for directing the planning of one major division and serves as an advisor to the Vice President for Instructional Affairs on matters relating to cooperative research and extension. The Director will report directly to the VPIA and the Executive Director of COM Land Grant Program. The Director will share oversight of CRE staff with each campus dean/director. The Director will directly supervise the staff in the CRE National Campus Office and co-supervise the CRE Coordinators at the state campuses.

Duties: The Director is responsible for the development, implementation, direction and evaluation of the land grant program and cooperative extension programs, including the agricultural experiment station, resident instruction programs, and various land grant programs. Other responsibilities include:

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6007

- Provide leadership and direction in the development of cooperative research and extension responsibilities of the college;
- Coordinate, develop and represent the college in land grant issues both at the national and state campuses;
- Assist the vice president in formulating and administering college policies and in developing long- and short-range goals and objectives;
- Supervise and coordinate the activities of the college relating to development, modification, expansion and implementation of the cooperative extension services, agricultural experiment station, and resident instruction programs to the meet the current and projected needs of the college;
- Review analysis of activities, costs, operations and forecast date to determine college progress toward stated goals and objectives;
- Work with other administrators in analyzing and discussing required changes in goals and objectives to meet land grant and extension program identified needs;
- Participate in the selection of subordinate staff; supervise and evaluate the work performance of subordinates including the CRE Coordinators;
- Be responsible for administrative activities such as maintaining accountability program funds, developing AES and CES work plans in collaboration with sites, annual reports and program updates with input from the community, land grant personnel and college faculty and administrators;
- Formulate policies and procedures for the development of programs assigned, putting in place a system of evaluating program accomplishments and impacts compared with targets, and proposing amendments and/or improvements therein to meet changing needs;
- Represent the college with community, national government, students and other officials. Additional administrative management duties could include some teaching and/or research responsibilities.
- Serve on committees as needed.

Minimum Qualifications: Master's degree from a US accredited college in education, agriculture, home economics, or related field and demonstrated successful responsibilities in progressively more responsible educational management positions at an institution of higher learning; preferably at the community college, or equivalent combination of training and work experience in management, administrative or related professional work which indicate possession of knowledge and skills required to be successful in the position. Propose, submit and implement projects relating to his/her expertise. **Knowledge of:** management and organizational principles and practices; standards and practices of the Accreditation Commission for Community and Junior Colleges, WASC; principles and practices of academic and organization planning; issues, trends and practices of institutions of higher education; performance appraisal principles, practices and techniques including development of improvement plans; budgeting and management planning; Micronesian people and cultures; adult and community college students' interests and problems; and program panning/development principles and practices. **Ability to:** communicate effectively in English both orally and in writing; establish and maintain effective working relationships with faculty, staff, administrators, community members, and governmental officials; exercise mature and sound judgement and discretion; work with individuals to develop group consensus and collaborative problem solving; establish and identify problems and priorities in order to motivate staff or accomplish goals and objectives; supervise, direct and evaluate the work of others; work with pubic, students and others in a positive, professional, courteous and tactful manner in resolving complex or difficult problems. PhD degree preferred.

Foreign credentials must be equated to meet US standards in the field of assignment using **World Education Services** at <http://www.wes.org>.

Contact: Applications are available at the College of Micronesia–FSM Human Resources Office, state campus sites or at the college's website at www.comfsm.fm.

Application Procedure

Interested candidates **must** submit the following documents:

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6007

1. A letter of interest addressing how the candidate's professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>);
3. A current resume which includes personal email address and cellular phone number;
4. Copies of college transcripts for all degrees earned;
5. A minimum of three professional reference letters;
6. Police clearance.

Documents are to be submitted electronically to hro@comfsm.fm (preferably as PDF attachments) or mailed to:

Human Resources Office
College of Micronesia-FSM
P. O. Box 159
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Applications will be accepted until **December 21, 2016** followed by screening by the committee. Official and hard copies of college transcripts are required to be mailed directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy and Procedure Manual.

The College of Micronesia FSM is an equal opportunity employer.
FSM Citizens are encouraged to apply.



Figure 1.4. Process for Filling New and Vacant Positions

Follow these five steps for filling new and vacant positions.

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

Step 1. Return Certified PPR Form to Human Resources Office

Comptroller certifies the PPR Form and returns it to Human Resources Office. This form initiates the preparation of the vacancy announcement.

Step 2. HRO Types and Formats Vacancy Announcement

HRO staff takes the information on the PPR Form and formats it to follow the normal vacancy announcements.

HRO maintains a listing of vacancy announcements each fiscal year. The first Employment Opportunity Announcement will be assigned a number starting with the fiscal year and then chronologically.

Example: EO No. 2016-01
EO No. 2016-02

HRO staff will add an open date and closing date on each announcement. All open dates will be limited to only working days. All initial announcements will be advertised for a minimum of thirty (30) days while re-advertisements are opened for at least fifteen (15) days.

Step 3. HRO Sends Vacancy Announcement to Office Head for Review

HRO staff will email the draft job announcement to the office head for review within three (3) working days.

Step 4. Office Head Returns Vacancy Announcement to HRO for Advertisement

The office head will email the final draft of the vacancy announcement to HRO for posting. If there will be changes, the office head will indicate such by color coding and the use of “track changes” to enable HR staff to understand and identify where changes are made.

HRO staff will send an email or telephone follow up when the review period is about to expire and a response has not been received. If HRO does not receive any feedback after the three-day review ends, and after the email and telephone follow up, the vacancy announcement will be posted regardless. HRO staff will post the final announcement in relevant media (college website, local radio station, local television, local new paper, HigherEdJobs.com, *Chronicle of Higher Education Newsletter*) while copies will be given to following:

- Office Head
- HR Representatives at all campuses
- Information Technology Office (ITO)
- File

Once the advertisement is posted, the next task is to form the screening committee.

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

Step 5. Forming the Screening Committee

HRO staff will contact the office head to coordinate the formation of a screening committee at a requirement of at least five (5) current full time employees who are familiar with the function of the position and the unit office. Normally, the office head will chair the committee unless there is a reasonable conflict with applicants of the position (for example, an immediate family of the supervisor of the position of which the candidate applies or of a member of the search committee). In this case, the office head must recommend a senior staff member from the same office, a member who is as familiar with the essential duties of the position and screening procedures to chair the committee. the director of human resources will endorse all committee member appointments.

If you are related to any candidate in the pool of applicants who is listed in Board Policy No. 6024 Nepotism, you need to inform the chair of the committee or the HRO director right away. In this instance, you may be excused from serving in the screening committee.

At the National Campus...

A transmittal memorandum is addressed to the ad hoc committee from the HR director and through the relevant the vice president. The individual committee member is to sign off on the memorandum next to his/her name to indicate completion of the review of the packet before giving the it to the next name on the memo.

At the State Campuses ...

A transmittal memorandum is addressed to the campus dean or director with attention to the office head and through the relevant vice president. The campus dean/director with endorsement from HR director will appoint an ad hoc committee. The individual committee member is to sign off on the memorandum next to his/her name to indicate completion of the review of the packet before giving the it to the next name on the memo.

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6007

The role of the ad hoc committee is to screen applications for employment eligibility, interview qualified candidates, and identify the best qualified and suitable candidates to the president. Evaluations of candidates must be job-related and designed to demonstrate the ability of the candidate to successfully perform the duties of the position and fit into the organization.

In the actual transmittal memorandum, HRO will indicate open and closing date, title of the position and names of all candidates that applied by the time the transmittal was prepared. These forms and documents will also enclose with the memorandum for the committee to use in the screening process.

- ✓ Copy of the vacancy announcement
- ✓ Copy of Board Policy No. 6007 Employment
- ✓ Copy of Administrative Procedures No. 6007 Employment
- ✓ Guiding memorandum from HR director to the ad hoc committee
- ✓ List of Do's and Don'ts
- ✓ Sample recommendation letter
- ✓ Sample rubric

- ✓ Sample questions
- ✓ All applications and copies of email communications with applicants

The packet will be provided to the relevant vice president for signature. When the signature is obtained, the packet will be provided first to the chair of the committee.

Confidentiality

The entire screening process is confidential, beginning with the appointment of the committee and ending with the decision by the president. Search committee members will not share documents and findings with others outside of this committee during and after the process is completed. Individuals who violate this policy may be subjected to discipline.

Nepotism

The hiring of a family member in a supervisor/subordinate relationship is prohibited. If you are a supervisor in a vacant position being screened for hire, and you are made aware of a family member who is applying or is being considered in the vacant position, you must disclose that information in writing (email or memorandum) to the director of human resources and your immediate supervisor right away.

Limitation

Regular full-time employees may apply for vacancies after completing their initial probationary period in their current positions. Only the president may waive the probationary period requirement if such action is deemed necessary to accomplish the mission of the college.

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6007

HRO will maintain application documents for unsuccessful candidates for one (1) calendar year, after which the application documents will be destroyed, except for official transcripts.

Interview Process

The chair of the ad hoc committee will inform HRO and its representatives at the state campuses when the committee is ready to interview qualified candidates. The chair will return the packet to the HRO or its representative with a list of candidates to be invited for an interview.

HRO staff will review the packet to make sure contents are not missing and contact the candidates for an interview. HRO staff will inform the committee chair of date, venue, time and order of candidates for the interview through email and/in writing.

HRO staff will sit in the interview session to assist the committee and ensure confidentiality of the process. Interviews will be conducted face-to-face for candidates on island and through telephone, and Skype, or Face Time with off-island candidates. If members of the committee are not able to join the interview, HR staff or committee and/chair may record the interview after informing the candidates and securing their agreement to the recording. The recording will be listened to in the HR Office or a secure location chosen by an HR staff member. The recording will be disposed of by the HR staff immediately after the committee member listened to it.

The actual interview *must* follow these guidelines.

- Committee members (majority) must be present and arrive at the venue before the candidates.
- Questions must be organized and given to all committee members prior the interview.
- Committee chair or HR representative will welcome the candidate and explain the process and expectations.
- Questions may be asked by the chair or divided among committee members.
- Follow up questions to clarify a response are allowed.
- Email to HRO any questions for which the committee did not receive answers during the interview.
- When all questions have been covered, the chair/HR representative will thank the candidate and indicate to him/her the estimated time line to hear from the college after the interview. The committee should work as necessary to adhere to that timeline.

Recommendation Process

The ad hoc committee will meet after the interview process is completed to discuss its findings and recommendation. A recommendation is to be given to Human Resources Office within one (1) week of completion of the interview process. The ad hoc committee will accomplish this task consistent with established requirements of the job as advertised and any established goals for the office or/of job in subsequent years.

The ad hoc committee chair will write up the findings of the committee on college letterhead addressed to the president through the director of human resources and the relevant vice president. The letter must detail the screening process leading up the final recommendation, including these:

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

- ✓ Names of all candidates who applied
- ✓ Names and reasons for candidates who interviewed
- ✓ Names and reasons for candidates who were not interviewed
- ✓ Clearly stated recommendation
- ✓ Rationale for the recommendation

Job Offer

The director of human resources will make job offers for successful candidates approved by president. The director will carry out this task based on the approved packet by the president, the director of human resources, or a designated staff member will email job offers to the successful candidate initially. The director of human resources or designee will draft the official job offer letter for the president's signature. A formal offer letter will be issued later bearing the signature of the president. HRO maintains a copy of the offer letter and all communications following the job offer in the file of the successful candidate.

If a candidate **accepts** the job offer, HRO will prepare the internal paperwork relevant

If a candidate **declines** the job offer, HRO will notify office head and the vice president, deans or directors and will follow other options or instructions approved also by the president.

Notices to Other Candidates and Office Heads

HRO staff will email the office head and relevant vice presidents and deans or directors the outcome of the president’s review and approval.

HRO staff will issue email or hard copies of “thank you” letters to all unsuccessful candidates. Copies of such communications will be attached to the candidate’s application packet and placed in the candidate’s file.

What is the Personnel Action Process for New Hires?

Frequently Asked Questions (FAQ)	
Who initiates the personnel action?	✓ HRO prepares the personnel action when president approves an individual for hire.
Who approves personnel action?	✓ The signatories on a Personnel Action include the immediate supervisor, director of human resources, comptroller, and vice president of the department of new hire.
Who should sign the personnel action first?	✓ The supervisor of the new hire.

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

When do I get copies of my own personnel action?	✓ Personnel actions are signed by the vice president. HR receives and provides copies to the employee, employee's supervisor and Business Office.
Who is responsible for payment of permit?	✓ The first permit is paid by the college under Human Resources Office for new hires and dependents who are eligible for extended benefits per Board Policy No. 6028. Subsequent extensions are paid by the employee. For personnel who are not given extended benefits, their department or office will cover payment of the first permit while the employee will cover payment of any extensions.
Where do I get permit application?	✓ HRO staff will provide electronic copies of the permit application form to personnel who require a work permit.
Do I get a copy of contracts for my direct reports?	✓ Yes, supervisors are issued copies employment contracts for their direct reports after the employees signed the document.
What uses do I have for copies of Personnel Actions and Contracts HR gives me?	✓ As a supervisor, you need them to help you guide your schedule for

Frequently Asked Questions (FAQ)	
	<p>performance evaluation and budget development.</p> <p>✓ As an employee, you need your copies to remind you about the expiration date of employment with the college, date of annual performance evaluation, obtaining a college ID, and for other personal purposes.</p>
What should I know about my direct reports' permit?	✓ As a supervisor, you need to be aware of the expiration date of permit to schedule performance review timely to avoid incompliance with permit processing timelines and avoidable charges to the college.
Do I sign the TA for my direct report?	<p>✓ No. The director of human resources signs, as the TA is covered under HR's budget.</p> <p>✓</p>

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

How would I know when my new staff member is arriving on island?	✓ HRO staff will provide you copies of e-ticket for new hires once travel itinerary is final.
Who should pick up my new staff from the airport?	✓ You, if you are a supervisor, or you may designate one of your staff to do so.
Who is responsible for arranging housing for my new staff member?	✓ HRO staff will secure the one month initial housing arrangement. The employee will take care of subsequent arrangements.
Who pays for the rental fees for my housing?	✓ If you were offered housing benefit from HRO when hired, your office covers your rental fee. If you don't have a housing benefit from the college, then you will take care of your own rental fees.
What forms do I use for the first payment of my new staff member's apartment?	<ul style="list-style-type: none"> ✓ If the first payment is issued as a receipt only, you will prepare a purchase order to process the payment. ✓ If a landlord issues a lease agreement, you need to provide that document to HRO to transmit it to Business Office for payment processing.

Preparing the Personnel Action and Contract

Human Resources Office prepares Personnel Actions (PAs) and contracts for all personnel at all the six campus sites.

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6007

For the National Campus...

HR staff will prepare and print a personnel action form and send to the immediate supervisor for signature.

For the state campuses...

HR staff will prepare and email a soft copy of personal action to the HR representative at the state campus to print for signature.

Common Various Personnel Actions

HRO prepares Personnel Actions for various purposes to document decisions that affects an individual employee's personnel files and status at the college. The table below displays the flow of information in the most common Personnel Actions normally processed.

Information Flow for Common Personnel Actions

Common Personnel Actions	Documents Forming the Basis for Personnel Action	Signatories
Personnel Action for Initial New Hire	Approved Hire Recommendation packet	Supervisor, HR director, comptroller, campus dean/ or director, vice president
Personnel Action for Salary Increment	Completed Performance evaluation Forms	Supervisor, HR director, comptroller, campus dean/ or director, vice president
Personnel Action for Contract Renewal	Completed Performance Evaluation Form	Supervisor, HR director, comptroller, campus dean/ or director, vice president
Personnel Action for Administrative Leave	President-approved memorandum	Supervisor, HR director, comptroller, campus dean or director, vice president
Personnel Action for Educational Leave	Cabinet approved Educational Leave Application Form	Supervisor, HR director, comptroller, campus dean/ or director, vice president
Personnel Action for Acting Compensation	Copy of official acting designation memorandum	Supervisor, HR director, comptroller, campus dean/ or director, vice president
Personnel Action for Relocation or Transfer	President-approved memorandum	Supervisor, HR director, comptroller, campus dean or director, vice president
Personnel Action for Change of Account	Written documentation from initiating officer	Supervisor, HR director, comptroller, campus dean or director, vice president
Personnel Action for Lay Off	Copy of layoff notice	Supervisor, HR director, comptroller, campus dean or director, vice president
Personnel Action for Disciplinary	Copy of approved disciplinary memorandum	Supervisor, HR director, comptroller, campus dean or director, vice president

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

Employment Contract

HRO will prepare employment contracts for full time regular employees at initial hire and when they are renewed as a result of a performance evaluation. Employment contracts are prepared to accompany a personnel action in such instances as described below.

Types of Employment Contracts	Required Documents to Initiate a Contract	Signatories
Initial Employment Contracts – 3 years	Approved hire packet and PA	Employee and president
Contract Renewal – 4 years	Completed performance evaluation with satisfactory ratings and PA	Employee and president
Contract Renewal – less than 4 years	Completed performance evaluation with less than satisfactory ratings and PA	Employee and president
Contract Renewal – less than 4 years	Written confirmation from grant director and comptroller indicating the end date of the grant cycle and PA	Employee and president

HRO staff will type the employment contract based on the required document from the list above. The employment contract will be attached to the certified PA and sent to president in a sealed manila envelope marked “Confidential” for the first signature. HRO uses these steps to obtain signatures from individual employees.

If the employee is filling a new position at the National Campus, HRO staff will contact the employee to come into the office to sign the contract.

If employee is residing and filling a position on a state campus, HRO staff will email the contract to the HR representative to have the employee sign at the campus and return a signed copy to HRO.

For first time hire of individuals residing beyond the FSM, HRO staff will email the contract to the individual; signed copy will be returned to HRO.

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

Distribution of Personnel Action and Employment Contract

HRO staff will provide copies of the signed the PA and employment contract to the employee, supervisor, Business Office, and a copy for the personnel file at HRO. Copies of required documents that supported or initiated the preparation of contracts may also be included with the copies of PA and contracts to all intended recipients.

Completing a Work Permit Application

HRO will provide to new hires and current employees who require a work permit an application for permit and renewal each time a contract is issued. The employees who are not required to apply for a work permit are:

- FSM Citizens
- US Citizens
- Citizens of Republic of the Marshall Islands and Palau may enter and remain in the FSM without a permit for a period not to exceed one year. If they will remain in the FSM beyond the one year, they are required to apply for a permit and will pay applicable fees. Citizens of both countries are allowed to marry local citizens or enter into employment without paying the change of status fees. These citizens will pay for the processing fee for the work permit and spouse permit.
- Citizens of Republic of the Marshall Islands and Palau may enter and remain in the FSM without a permit for a period not to exceed one year. If they will remain in the FSM beyond the one year, they are required to apply for a permit and will pay applicable fees. Citizens of both countries are allowed to marry local citizens or enter into employment without paying the change of status fees. These citizens will pay for the processing fee for the work permit and spouse permit.

All foreign citizens of other countries must apply for and hold a valid permit while employed at the college. Personnel who are required to obtain permits must follow the process illustrated below.

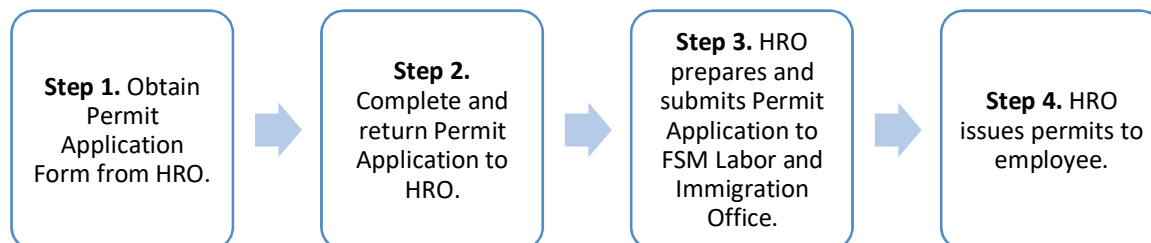


Figure 1.5. Four Steps to Complete the Work Permit Application

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

Step 1. Obtain Permit Application Form from HRO

HR staff will email or print a copy of the permit application and provide it to the employee. At the State campuses, the HR representatives will provide the forms to employees.

Step 2. Complete and Return Permit Application to HRO

Employees will complete the application fully and provide the supporting documents necessary as listed on the application form and return everything to HRO. If an employee has dependents, the form must be filled out for each individual dependent.

The college pays for the first permits issued for a new employee who is offered extended benefits. The first payment is paid under the Human Resources Office budget line item "Recruitment and Repatriation." The employee will pay for the processing fees of subsequent permit extensions.

For employees who are not offered extended benefits, the department or office of will cover the first permit issued to a new employee. The employee will pay for the permit processing fees for subsequent extensions.

Step 3. HRO Prepares and Submits Permit Application to the FSM Immigration and Labor Department of the FSM National Government.

HRO staff will prepare a formal cover letter addressed to the Chief of Immigration and Labor explaining the permit application enclosed. A checklist for preparing the application follows.

[DATE]

CHECKLIST FOR PERMIT APPLICATION

Name of Employee:

Date of Travel:

Directions: Review the list below. Check off the box for each item when they it is received at HRO and on the blank line provide after each item, record the date and initial next to it.

Upon completion, transmit to FSM Immigration with the required fees.

- Permit application form
- Copy of passport
- One passport size photograph
- Police Clearance
- Medical clearance
- Copy of marriage certificate
- Birth certificate (for children dependent)

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

- Notarized Affidavit of support/dependency (required for dependents)
- Signed copy of employment contract
- Payment in cash

Note:

1. Application for renewal permit must be received at Immigration Office 45 days prior to expiration date of current permit.
2. Permit application must have mailing and residential address of employee not the college's own address. This will enable the immigration offices to issue them notices/reminders directly and timely.
3. Attach a cover letter to all permits submitted to any immigration office, to be issued by the campus dean of each campus while director of human resources will issue those submitted at the National Campus.
4. Copies of permit applications received and submitted at the state campuses must be sent to HRO at the same time they are submitted locally.

[May 4, 2015]

Figure 1.7. Permit Application Checklist

Step 4. HRO Issues Permits to Employee

HRO staff will pick up the permits once issued from the FSM Immigration and Labor Department in Pohnpei. HRO staff will issue permits directly to employees at the National Campus and HR representatives will issue the permits to staff at the respective campus. HRO staff will also issue a copy of the permit to the supervisor of the employee. HRO staff will maintain a copy of all permits for employees and their dependents in their personnel files.

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

How to Prepare Travel Authorization

HRO staff will prepare a travel authorization (TA) for personnel newly hired and personnel eligible for this benefit and who will be required to travel to the duty station of the position.

HRO will initiate this process and cover the payment under the *recruitment and repatriation* line item under the office. Board Policy No. 6028 Extended Benefits requires HRO to inform employee of the extended benefit and obtain from employee necessary information to prepare the TA. Specifically, HRO staff will follow these steps to process a TA.

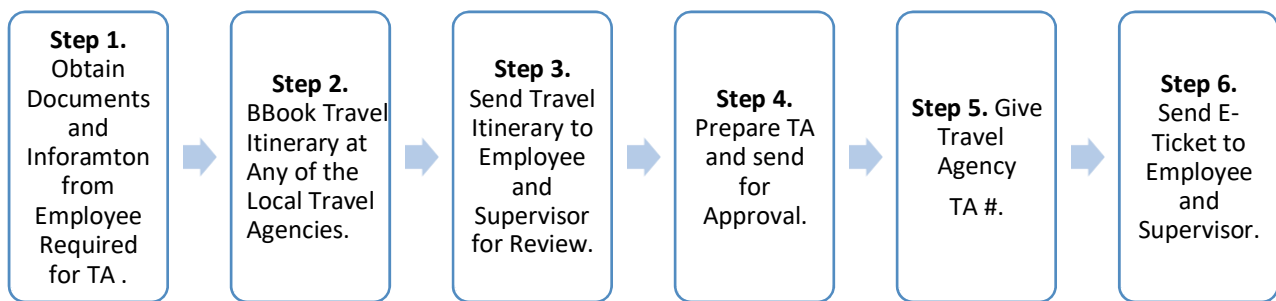


Figure 1.8. Steps in Preparing the Travel Authorization

Step 1. Obtain Documents and Information from Employee Required for TA

HR staff will obtain necessary information and copies of official documents from the employee in order to arrange the travel itinerary and to determine eligibility of dependents. The employee will email to HRO the following documents and information:

- ✓ Copy of passport for employee and traveling family members;
- ✓ Copy of marriage certificate (if employee is bringing a spouse);
- ✓ Copy of birth certificate (if employee is bringing children);
- ✓ Name of departure city and airport;
- ✓ Date of departure.

Step 2. Book Travel Itinerary at Any of the Local Travel Agencies

HR staff contacts three of the local travel agencies on island and requests a draft itinerary to meet Business Office requirements. The itineraries will be compared and one agency will be selected to use for the employee travel.

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6007

Step 3. Send Itinerary to Employee and Supervisor

HR staff will receive the itinerary from the selected travel agency and send it to the employee and supervisor to review and verify information. The employee and the supervisor will confirm with HR that the itinerary is satisfactory, or will request any necessary changes.

Step 4. Prepare TA and Send for Approval

HR staff will prepare the TA, using the current form and applicable per diem and shipping allowance calculation per Board Policy No. 6028.

The HR director will sign the TA first and send it to the comptroller for fund certification, then forward it to VPAS for endorsement, and then send it to the president for final approval. An approved TA will be returned to HRO.

Step 5. Give TA Number to Travel Agency

HR staff will call the travel agency and give them the Business Office assigned TA # to secure the ticket. The agency will issue the ticket and send a copy to HRO.

Step 6. Send E-Ticket to Employee and Supervisor

HR staff will email the E-ticket to employee and supervisor to prepare for departure and arrival.

Allowable Changes to TA

Employee may request HR director for changes to departure and arrival dates on island when employee can provide evidence of an emergency or one that is outside of employee's control. The director of human resources will review request and consult supervisor of new employee and/or relevant VP and convey a decision in writing (email or formal memorandum) to employee.

Employees may also request changes to TA for personal reasons and convenience that may be granted. *However additional fees, charges, or per diem resulting from such changes will be the responsibility of the employee.*

Initial Housing Arrangement

HR staff makes housing arrangement for the initial first month on island within the monthly rate of \$600.00 payable directly to a landlord. HR staff will inspect the residence to make sure that necessities are available and all is in working condition. HR staff will negotiate the initial lease agreement while the employee will negotiate subsequent agreements.

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6007

Orientation

HR staff will schedule an orientation within the first two weeks on the job for HR orientation. Normally, an orientation takes an hour and half to two hours. Orientation will be conducted during working hours and be cleared with the supervisor to make sure the work schedule is not interrupted more than necessary. HR will provide employee these:

- ✓ Copy of the current updated personnel policy manual and procedures.
- ✓ Copy of Personnel Action and contract.
- ✓ Position description.
- ✓ Handout and information and enrollment application for health insurance, life insurance, and other applicable benefit programs.

Supervisor Orientation

In order to help an employee succeed, during the first six months of employment the immediate supervisor will provide daily close supervision, as well as ongoing orientation and mentoring.

Email Introduction

HRO staff introduces new hires through an email that include a picture and short summary of qualification and experience. HR staff takes picture of the employee before or during orientation week.

HR staff will prepare the email to be sent as bcc following IT email guidelines. A copy will be kept in the personnel file of the employee. HRO will send the email introduction not more than four weeks from date of hire.

College Email Address

HRO notifies IT through email when a new employee is hired to create a college email address for that employee and to include the employee in the college alias for the campus for which employee is based and for the college wide alias. Refer to Chapter on Departure Process for procedures on how to handle emails when people leave.

- ✓ HR staff will provide IT with full name, job title, office, and effective date in the job. IT staff will email HR to advise when an email address is given so that HR can use the email in the new hire email introduction of the employee.
- ✓ Supervisors of new hires will coordinate with IT staff to set up a computer at a work station. IT staff will follow its procedures for advising the employee regarding email protocol, policies and password management.

College Identification Card

The college provides free college identification card at each respective campus under IT mainly and MITC at Chuuk and National Campuses. A new employee will need to take a copy of his or her employment contract to IT or MITC in order for them to process an ID.

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6007

The ID is used for many purposes at the college including the use of resources in the Learning Resources, Gymnasium and other facilities. The college will require verification of an employee for access. An ID can be issued any time the employee brings the employment contract to IT or MITC staff during working hours.

If an employee loses an ID, he or she will request another using the same process above; however, the employee must pay the applicable fee at that time.

Access to College Facilities

Supervisors of new hires will provide them with an access key to their building and office before or on their first day on the job. *Employees shall not duplicate the keys or give them to non-college personnel or anyone who is not authorized to have access to the building and office.*

- Employees may access college facilities and their offices outside of working hours for work reasons, and their access will be monitored by security officers and supervisor.
- Employees must report lost or stolen key immediately to the supervisor and security personnel.
- Misuse of college property will be handled based upon relevant college policies.

See Board Policy 6007