

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6008

Employment Procedure

Date Adopted: 1 April 1993
 Date Revised: 30 April 2015, 14 March 2011
 Date Reviewed: 11 August 2017
 References: Chapter 1, Human Resources Manual, August 30, 2017

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.
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.

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<p>Do I get a copy of contracts for my direct reports?</p>	<ul style="list-style-type: none"> ✓ Yes, supervisors are issued copies employment contracts for their direct reports after the employees signed the document.
<p>What uses do I have for copies of Personnel Actions and Contracts HR gives me?</p>	<ul style="list-style-type: none"> ✓ As a supervisor, you need them to help you guide your schedule for performance evaluation and budget development.
	<ul style="list-style-type: none"> ✓ 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?</p>	<ul style="list-style-type: none"> ✓ 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.
<p>Do I sign the TA for my direct report?</p>	<ul style="list-style-type: none"> ✓ No. The director of human resources signs, as the TA is covered under HR's budget.
<p>How would I know when my new staff member is arriving on island?</p>	<ul style="list-style-type: none"> ✓ HRO staff will provide you copies of e-ticket for new hires once travel itinerary is final.
<p>Who should pick up my new staff from the airport?</p>	<ul style="list-style-type: none"> ✓ You, if you are a supervisor, or you may designate one of your staff to do so.
<p>Who is responsible for arranging housing for my new staff member?</p>	<ul style="list-style-type: none"> ✓ HRO staff will secure the one month initial housing arrangement. The employee will take care of subsequent arrangements.
<p>Who pays for the rental fees for my housing?</p>	<ul style="list-style-type: none"> ✓ 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.
<p>What forms do I use for the first payment of my new staff member's apartment?</p>	<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.

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Preparing the Personnel Action and Contract

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

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

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Personnel Action for Disciplinary	Copy of approved disciplinary memorandum	Supervisor, HR director, comptroller, campus dean or director, vice president
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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.

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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.

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.

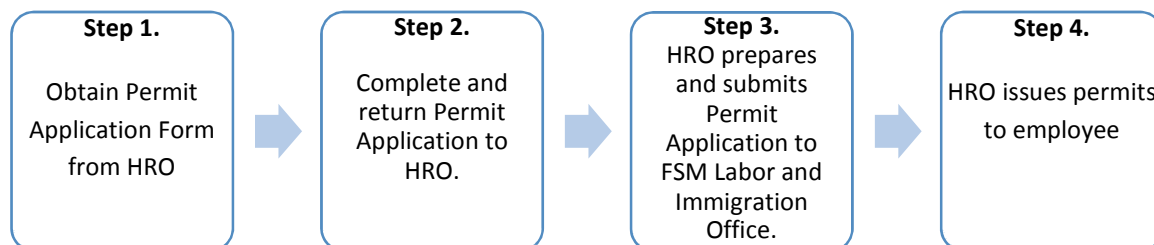


Figure 1.5. Four Steps to Complete the Work Permit Application

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.

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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.

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)
- 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.

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Figure 1.7. Permit Application Checklist

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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.

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.

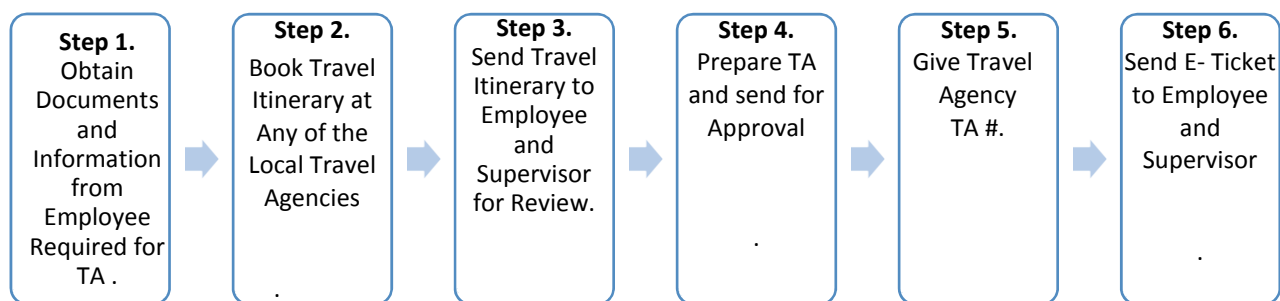


Figure 1.8. Steps in Preparing the Travel Authorization

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.

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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.

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.

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

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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.

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.

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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 6008.