

AGENDA ITEM 10.a.iii

Revisions to Board Policy:

- No. 6001 Purpose and Scope
- No. 6004 Administration
- No. 6011 Optional Benefits
- No. 6012 Social Security

RECOMMENDED DIRECTIVE: The board hereby approves the revisions to Board Policy No. 6001, 6004, 60011, while maintain 6012 as is.

DISCUSSION:

The four existing policies were on the master policy calendar for review last year and this year and HRC reviewed and endorsed the minimal improvements in blue font in the column titled Recommended below. These improvements are made to clarify, respond to change in other policies and/or general improvement to minor sections.

Current Policy	Current	Recommended
Board Policy No.6001 <i>Purpose and Scope</i>	Purpose and Scope	Purpose and Scope of Policies Relating to Human Resources
	ESTABLISHING AND MAINTAINING PERSONNEL POLICIES These policies, as amended, are to be incorporated into all employee contracts as if fully stated in the contracts. The Board of Regents reserves the right to amend these policies at any time, and any subsequent amendments shall apply to an existing employee contract, as if they had been in place at the time of the execution of the contract.	HOW TO ESTABLISH AND MAINTAIN PERSONNEL POLICIES <i>Policies referring to human resources</i> as developed and amended, are to be incorporated into all employee contracts as if fully stated in the contracts. The Board of Regents reserves the right to amend these policies at any time, and any subsequent amendments shall apply to an existing employee contract, as if they had been in place at the time of the execution of the contract.
	COVERAGE	WHO IS COVERED

	GUIDING PRINCIPLES	WHAT ARE THE GUIDING PRINCIPLES
	Adopting and adhering to the policy of “equal opportunity” and non-discrimination in the formulation and adoption of institutional policies including, but not limited to: rules and regulations for the administration of the college and all its campuses; and for the purpose of carrying out all other duties, powers, and responsibilities heretofore and hereinafter conferred to it.	Adhering to Public Law No.7-79 and non-discrimination in the formulation and adoption of institutional policies.
Board Policy No.6004 <i>Administration</i>	Administration	Administration of Human Resources Policies
	President	ADMINISTRATION THROUGH THE PRESIDENT
	Human Resources Director	ADMINISTRATION THROUGH THE DIRECTOR OF HUMAN RESOURCES
	Advise the board on all staff personnel requirements and all personnel administration programs;	Advise <i>the president</i> on all staff personnel requirements and all personnel administration programs;
	Other Administrator Each component within COM-FSM shall be administered by an official.	ADMINISTRATION THROUGH OTHER OFFICE AND DEPARTMENT HEADS Each office and department will be managed and led by an administrator qualified through the hiring policies and procedures.
Board Policy No. 6011 <i>Optional Benefits</i>	Upon completing a year of service, the eligible employee will be allowed to enter the plan on either January 1 or July 1.	Upon completing a year of service, the eligible employee will be allowed to enter the plan on either January 1 or July 1 <i>or 30 days prior to completion of the probationary period.</i>
Board Policy No. 6012 <i>Social Security</i>	It is the policy of the College of Micronesia-FSM to provide the employer’s share of social security for all employees pursuant to applicable laws.	No change

Desired outcome of the recommendation

With the improvements recommended above to the 3 policies, they can be updated and shared with employees. The 4th policy without change will be also updated on the website and shared reflecting the recent review date.

Approval process followed

The policy was reviewed and endorsed through the established governance structure.

HRC

EC

Proposed implementation date

It is recommended that the effective date shall be the date the board approves these policies.

ACTION TAKEN: VOTE:

_____ Approved as presented _____aye _____nay _____abstain

_____Approved w/ modifications

_____Disapproved

_____Deferred to a later meeting DATE: _____