

Policies that are current and formatted using the approved policy template		
Old Numbering	New Policy Numbering	In all instances, complied with font sizes, specifications of new template
Section I Purpose and Scope	COMFSM_BP 6001	Deleted "Purpose" & "Code of Ethics" sections, Relocated "Responsibility" section to Administrative Procedures, Relocated "Academic Freedom" to a policy by itself(COMFSM_BP6002)
Section I Purpose and Scope	COMFSM_ BP 6002	Established "Academic Freedom" as an individual policy
Section II Governance	COMFSM_ BP 6003	Deleted "Purpose" section Changed "College" to college , "COM-FSM" to College of Micronesia-FSM
Section III Administration	COMFSM_BP 6004	Deleted "Purpose" Changed capital letters to small letters in words such as " President, Board, and College"
Section IV Positions and Classes of Positions	COMFSM_BP 6005	Deleted "Purpose" Re-numbered section from small roman numerals to numerical numbers Changed capital letters to small letters in words such as " President, Board, and College" & "COM-FSM" to College of Micronesia-FSM
Section V Kinds of Positions and Appointments	COMFSM_BP 6006	Deleted "Purpose" Changed capital letters to small letters in words such as " President, Board, and College" Changed salary placement from old scale to the new scale
Section VI Employment	COMFSM_BP 6007	Deleted "Purpose" Change capital letters to small letters in words such as " Human Resources Office/Director , Adhoc, Selection Committee, College, Board",
Section VII Employment Contract	COMFSM_BP 6008	Deleted "Purpose" Change capital letters to small letters in words such as College, "Personnel" to Human Resources, "COM-FSM" to College of Micronesia-FSM
Section VIII Compensation Policies and Practices	COMFSM_BP 6009	Deleted "Purpose" Updated "job related factors, salary schedule references, salary examples, etc" to fit the already approved salary schedules and appendices Changed capital letters in small letters in "college, president, board, etc."
Section IX Leave Policies	COMFSM_BP 6010	Deleted "Purpose" Pulled sections under Policy 006 Donated sick leave to this section Pulled section under Section XI Staff Development Program as relevant Changed capital letters in small letters in "college, president, board, etc." Kept out all "procedures" sections
Section X	COMFSM_BP 6011	Deleted "purpose"

Employment Benefits		Change capital letters to small letters in words such as College, "COM-FSM" to College of Micronesia-FSM Separated out the sections on Tuition Wavier and Reduction and Extended Employment Benefit to add to relevant policies to form individual policies later in this manual Focused this section on the Optional Benefits only to simplify things
Section X Employment Benefits	COMFSM_BP 6012	Focused this section on Social Security only to simplify things
Section X Employment Benefits	COMFSM_BP 6013	Focused this section on Holidays only to simplify things
Section X Employment Benefits	COMFSM_BP 6014	Focused this section on Liability Insurance and Line of Duty Injury to simplify things
Section XI Staff Development Program	COMFSM_BP 6015	Deleted "Purpose" "Staff Development Committee", " In house trainer or workshop" sections Change capital letters to small letters in words such as College, "COM-FSM" to College of Micronesia-FSM Kept out the procedures sections
Section XII Incentive Program	COMFSM_BP 6016	Deleted "Purpose", reference to " Staff Development", "Responsibility" Combined introductory sections into one simple opening paragraph Deleted deadlines provided in individual award category, limitation of 2 awards under "Innovative Award" Replaced "Staff Development Committee" with President's Cabinet, " Staff Development" with professional development, Updated adhoc with current practices
Section XIII Performance Evaluation	COMFSM_BP 6017	Deleted " memo requirement, purpose, purpose section, Updated references to appendices Change capital letters to small letters in words such as College, Board, President, etc.
Section XIV Termination	COMFSM_BP 6018	Deleted "Purpose" section Added an introductory paragraph Change capital letters to small letters in words such as College, Board, President, etc.
Section XV Employee Discipline and Protection	COMFSM_BP 6019	Deleted "Purpose" section Change capital letters to small letters in words such as College, Board, President, etc.
Section XV	COMFSM_BP 6020	Focused this section on Sexual Harassment to simplify things

Employee Discipline and Protection		Deleted "Purpose" Updated references to other policies (Student Handbook) Change capital letters to small letters in words such as College, President, Human Resources Office, etc. Changed section on "procedures" to timelines as more appropriate
Section XVI Grievance Procedure	COMFSM_BP 6021	Deleted "purpose" Change capital letters to small letters in words such as College, President, Board, Grievance Committee, etc.
Section XVII Employee Organization	COMFSM_BP 6022	Deleted "Purpose" Inserted an introductory paragraph at the beginning Change capital letters to small letters in words such as College and President
Section XVIII Outside employment	COMFSM_BP 6023	Deleted "Purpose, Procedures, Responsibilities and Source documents" sections. Change capital letters to small letters in words such as College, President, Vice President, Campus Director" Updated reference to other policies
Section XIX Nepotism	COMFSM_BP 6024	Deleted "Purpose" section Changed capital letters to small letters in words such as Board and College
Policy 001 Classification Policy	COMFSM_BP 6025	Deleted "Purpose, responsibilities, procedures, source" sections Update "human resources director" from personnel officer
Policy 002 Faculty Workload Policy	COMFSM_BP 6026	Deleted "purpose, procedures sections Changed capital letters to small letters in words such as Board, College, Chairperson, Vice President, and College Updated reference to other polices
Policy 003 Tuition Wavier and Reduction	COMFSM_BP 6027	Deleted "purpose, application, responsibilities, & procedures" sections Inserted age limit from procedures into the policy section to make it clear and updating the definition section to match up
Policy 004 Extended Employment Benefits Policy	COMFSM_BP 6028	Deleted "Purpose, responsibilities, procedures" sections Changed capital letters to small letters in words such as Board and College. Updated the eligible criteria under Housing to fit placement of eligible positions on the current salary schedule Matched already established definition of Regular Employee to other previous policy

		sections
Policy 005 Code of Ethics	COMFSM_BP 6029	Deleted “purpose, procedures, responsibilities, sources” section Changed capital letters to small letters in words such as Board, College, Vice Presidents, spelled out College of Micronesia-FSM, Director of Human Resources, Code of Ethics, etc. Updated references to other policies
Policy 007 Emeritus Professor	COMFSM_BP 6030	Deleted “purpose, responsibilities, procedures, sources” sections Changed capital letters to small letters in words such as Board, College, etc.
Policy 008 Human Resources Record Access & Confidentiality Policy	COMFSM_BP 6031	Deleted “purpose, responsibilities, procedures” sections
CSAFWCP Policy	COMFSM_BP 6032	Deleted “Purpose, responsibilities, procedures” sections Changed capital letters to small letters in words such as College, etc.
Policies that are absolute and no longer relevant		
Section XX Revisions and Amendments		This section is a duplicate of COMFSM_BP 2001
Policy 006 Donated Sick Leaves		This section is inserted into the Leave Policies