

SECTION VI

EMPLOYMENT

1. PURPOSE

The purpose of this section is to provide a framework for the fair and equitable hiring of employees at the College of Micronesia-FSM.

2. POLICIES

All rules and regulations governing employment in COM-FSM are to adhere to the Board's policy on "equal opportunity" and non-discrimination on the basis of race, color, religion, age, sex, national origin or other non-merit factors and comply with the non-discrimination guidelines as found in Public Law No.7-79.

a. RECRUITMENT

The recruitment and selection process is designed to assist the College in obtaining the most qualified and ablest candidate for the position.

1. Job Announcement All position vacancies, except for those to be filled by reassignment, are to be advertised.

Procedure: When a vacancy is identified, the immediate supervisor is to complete and forward a Personnel Requisition through appropriate channels for verification of placement by the Human Resources Director, for availability of funds by the Comptroller and for approval by the appropriate Vice President. Position vacancies are to be posted no later than 20 working days after receipt of the completed form by the Human Resources Office. Initial vacancy announcements are to be posted for a minimum of 30 calendar days and reach all segments of the population in order to assure equal opportunity for all citizens. The Human Resources Office is to coordinate the distribution of announcements to various agencies and the media throughout the FSM, the posting on the College Website, and advertising in outside publications and websites when appropriate. Vacancies may be re-advertised after the announcement has closed and the Adhoc Selection Committee deems there are no qualified applicants for the position or there is a need to obtain a broader pool of applicants. Re-advertisements may be for 15 days and are to be posted within 5 working days of receipt of the request by the Human Resources Office.

2. Evaluation of Applicants

The Human Resources Office, with input from the supervisor/appropriate vice president of the announced position, is to appoint an Adhoc Selection Committee for each closed announcement. The selection committee is made up of at **least five members** familiar with the duties and qualifications of the vacant position. The selection committees are to screen applications for eligibility, interview qualified applicants, and identify the

best-qualified candidates. Evaluations are to be job-related in nature and designed to reveal the capacity of the applicant to successfully perform the duties of the position for which the individual is applying.

Evaluation is to consist of, in various combinations as appropriate to the position or class of positions, (a) practical written examination, (b) performance test and/or work sample, (c) interview, (d) rating of training and experience, (e) background and reference inquiry, and (f) physical examination.

3. Selection

Selection of the applicant is to be accomplished consistent with the merit principles of recruitment and selection based on ability, experience, knowledge, attitude, and skills.

Procedure: The chair of the selection committee is to forward the recommendation letter through appropriate channels to the President. The selection committee's recommendation letter is to detail the events leading up to the selection and include the number of applicants, the number of applicants interviewed, and the names of the recommended applicants and the rationale for the recommendation. The Adhoc Selection Committee is to provide their recommendation to the President within one (1) week of completing of the interview process. The final decision rests with the President.

Limitations: Regular employees may apply for vacancies after completing their initial probationary period in their current job. Submitted applications are to be kept on file for only one (1) calendar year.

4. Confidentiality

All applications and discussions by the selection committee are confidential and must not be discussed with anyone outside of the committee.

b. REASSIGNMENT

Reassignment may occur within the College system when it is apparent that investing in in-house capacity building would benefit the college.

Procedure: When a supervisor has identified an employee who ideally fits a vacancy, the supervisor is to consult with the employee and the employee's supervisor, then complete a Personnel Requisition form and attach a letter requesting reassignment of that employee to fill the vacancy and submit the documents to the Human Resources Office. Human Resources Office is to select an Adhoc Selection Committee made up of at least five members familiar with the duties and qualifications of the vacant position. The selection committee members are to elect a chair. The chair is responsible for writing the recommendation letter for reassignment and forwarding it through the appropriate channels to the President. The letter is to detail the events leading up to the decision. The final decision rests with the President.

The employee recommended for a reassignment has the right to refuse the recommendation, and the decision is not to affect the employee's status.

Limitations: Regular employees may be considered for reassignments after completing a year in their current job. Reassignment is limited to faculty, professional and classified positions only.

c. PROBATIONARY PERIOD & STATUS

1. New Hire

Every regular employee hired will serve a 12-month probationary period during the initial contract. Exceptions are employees who have worked under limited-term appointments within the College and are given permanent status in the same position. They will be allowed to count a maximum of 3 months experience towards the probationary period.

2. New Position

Employees who move to a new position will serve a 12-month probationary period. Exceptions are employees who are transferred to a position with similar duties and responsibilities.

3. Evaluation

An employee serving a probationary period will be evaluated twice within the probationary period. The first evaluation report will take place six months from the date of hire or reassignment when appropriate. The second evaluation report will be made no later than one month prior to the expiration of the probationary period. The report will recommend continuance of the employee in the service of the College or dismissal from service.

4. Leave of Absence

An employee who is granted a leave of absence without pay during the probationary period will be given credit for time served on probationary status if the employee returns to the same class of position in the same department within one year. An employee who took a leave of absence without pay will have the probationary period extended by the number of days taken without pay.

5. Failure to Render Satisfactory Performance

If the new employee fails to render satisfactory service during the period of probation, the employee may be dismissed by the appointing authority for reasons given to the employee in writing. Dismissal while serving the initial probationary period is not subject to appeal unless the employee alleges that dismissal was based on Equal Employment Opportunity related matters or other non-merit factors. (For further information see Section XIV.)

If an employee in a new position fails to render satisfactory service during the probationary

period, the employee will be served notice of the unsatisfactory performance and of the intent to be removed from the position.

6. Satisfactory Completion of Probationary Period

Employees who satisfactorily complete their probationary period will be considered as having attained permanent appointment status in the service of the College.

d. WORK ASSIGNMENTS

Job descriptions are required for all the classifications of personnel including but not limited to management, faculty, professional and classified staff.

1. Management Classes

The work designations for this area reflect the highest standards of professional expectation and deal only with professional duties inherent in the position classification. All employees in the management classes are on duty on administrative workdays (days College is open) in the calendar year. Work assignment is in administration and other comparable professional duties.

2. Professional Classes

The work designations for this area reflect the highest standards of professional expectation and deal only with professional duties inherent in the position classification. All employees in the professional classes are on duty on administrative workdays (days College is open) in the calendar year. Full time employees will work 40 hours per week and are assigned to the performance of professional service and other comparable duties.

3. Classified Classes

Job descriptions are required for the major classifications of classified personnel. The work designations for this area reflect the highest standards and deal only with duties inherent in the position classification. Full time employees, regardless of classification, will be designated 40 hours per week for the performance of regular service and other comparable duties. Classified personnel are on duty on days the College is open in the calendar year.

4. Faculty

Faculty, teaching and non-teaching, work designations reflect the highest standards of professional expectation and deal only with professional duties inherent in the position classification. Teaching staff annual salaries are for the academic year. The hours of work are to be arranged by the VPIA office and the instructional coordinator of the respective campus and are to adhere to the Workload Policy (See Workload Policy, Policy 002).

All 12-month faculty employees are on duty on administrative workdays (days the College is open) in the calendar year. Full-time employees will work 40 hours per week and are

assigned to the performance of professional service and other comparable duties. Salaries are for the 12-month calendar year.

5. Exempt Class

Exempt classes of positions are generally temporary positions funded by sponsored programs and can not be accommodated under the current salary schedules. Staff under the exempt classes are under contract for the duration of the grant only.

6. Pro-rata Staff

Pro-rata staff are employees who are assigned more than part-time load but less than 40 hours per week but are classified as fulltime employees for contract reasons. Their salaries are prorated accordingly.