

Employee Recognition

The College of Micronesia-FSM recognizes regular full time staff and faculty for their outstanding performance and achievements once a year through the “Incentive Award Day” held in May of each year after the final exams and before the graduation day at each respective campus.

HRO coordinates the annual employee recognition given at each campus during the month of May, in the 10 categories published in Board Policy No. 6016. However, it is allowed for the campuses located on the same island to combine their events if they so desire. They will work out their own arrangement of shared responsibilities and cost sharing. HR and HR Representatives utilize these steps to implement the event.

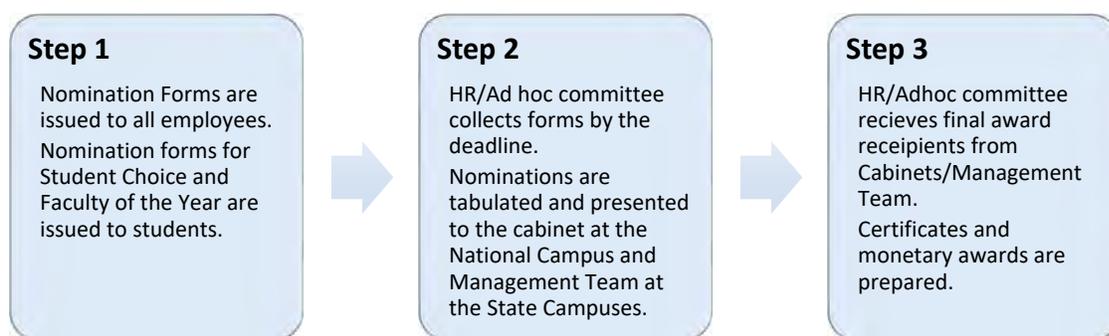


Figure 5.1. The Process for Organizing the Employee Recognition Event.

HRO staff will prepare the certificates based on the 10 categories of awards and send them to these authorities for signatures.

Categories	Signatories	Awards
1. Service Award	President, Chair of BOR	Certificate
2. Award of Recognition	President, VPAS	Certificate, \$250.00
3. Innovative Idea Award	President, VPIEQA	Certificate, \$100.00 per person
4. Good Health Award	President, VPAS	Certificate, coupon for an extra vacation day.
5. Faculty of the Year	President, VPIA	Certificate, \$250.00
6. Professional Recognition	President, VPIA	Certificate
7. Student’s Choice Award	President, VPEMSS	Certificate, \$50.00
8. Community Services Award	President, VPEMSS	Certificate, gift
9. Staff of the Year Award	President, VPIEQA	Certificate, \$250.00
10. Employee Retirement	President, relevant VP	Certificate, gold watch, college luncheon or dinner

Certificates

The certificates will be prepared on certificate papers purchased at an office supplies store or prepared internally on similar printed certificate type papers.

The Program

HRO or its representative at each campus will prepare a brief program for the event that maintains these:

- ✓ List of awards and full description of each.
- ✓ Presenter of each award.
- ✓ Assessment/feedback forms.
- ✓ Opening remarks by the top administrator available

The MC

Master/mistress of award ceremony is selected by HR director at the National Campus and HR representative at the State Campus.

Food

If the event is held at lunch or dinner period, the program will fund the menu. Procurement of food supplies and associated items will follow established procurement policies and procedures. Preparation of forms and procurement documents will be done by HR staff and the HR representative at each campus.

Assessments

HR staff and representatives will summarize the assessments within one week after the event and share the summary report with the director of human resources and the management at each campus. These assessments will be used in the planning and preparation of the next event. Adjustment to current procedures of the program may be changed if recommendations are approved by the Cabinet or the president following the assessment results review. When there will be changes, Cabinet will communicate to the director of human resources in writing (through official Cabinet meeting minutes or memorandum) of the nature of changes and effective date. The director of human resources will inform staff and HR representatives and ensure compliance.