

When can I enroll in the Retirement Plan?	✓ After you completed your one year probationary period and during subsequent open seasons.
Do I need to fill out the Life Insurance Enrollment Form even when I choose not to enroll?	✓ Yes. This is how you document your decision either to enroll or not to enroll. You check the appropriate boxes to indicate your decision.

Institutional Benefits

The college provides a menu of basic benefits for full time regular employees as required by law and as deemed necessary for recruitment and retention purposes. These benefits include the following:

Institutional Benefits

- Social Security
- Holidays
- Workers' Compensation
- Reduced tuition for employees and dependents

Optional Benefits

(Requiring Employee Cost Share)

- Health Insurance
- Life Insurance
- Retirement Plan

Social Security

HRO collects a copy of the FSM Social Security Number from each new employee. The social security number is used for every personnel action and contract prepared for each employee. HRO provides copies of Personnel Actions, contracts, and social security cards to payroll to deduct from both employee and employer their share of the social security fees when the biweekly payroll is processed.

Holidays

The College of Micronesia-FSM observes all FSM and host state holidays. Generally, holidays that fall on Saturday are observed on the preceding Friday. Holidays that fall on Sunday are observed on the following Monday.

When the college closes on approved holidays and any administrative designated holidays, regular full-time employees will be paid their normal hours for those days. [See Chapter on Compensation for details.](#) The president authorizes administrative designated holidays and notifies the college through a presidential update on the college websites, an internal memorandum, and emails to staff.

List of Holidays

All campuses will close on the following holidays regardless of location.

- | | |
|-------------------------------|--------------------|
| ✓ <i>New Year's Day</i> | <i>January 1</i> |
| ✓ <i>FSM Constitution Day</i> | <i>May 10</i> |
| ✓ <i>United Nations Day</i> | <i>October 24</i> |
| ✓ <i>FSM Independence Day</i> | <i>November 3</i> |
| ✓ <i>Veterans Day</i> | <i>November 11</i> |

✓ *Christmas Day*

December 25

Each campus in addition to the common holidays above will observe selected approved holidays as follows.

Table 2.1. Holidays at Specific COM-FSM Campuses

Pohnpei Campus National Campus	✓ <i>Good Friday</i> ✓ <i>Pohnpei Cultural Day</i> <i>March 31</i> ✓ <i>Pohnpei Liberation Day</i> <i>September 11</i> ✓ <i>Pohnpei Constitution Day</i> <i>November 8</i>
Kosrae Campus	✓ <i>Good Friday</i> ✓ <i>Kosrae Constitution</i> <i>January 11</i> ✓ <i>Kosrae Liberation Day</i> <i>September 8</i> ✓ <i>Gospel Day</i> <i>August 21</i> ✓ <i>Thanksgiving Day</i> <i>November [fourth Thursday]</i>
Yap Campus FMI Campus	✓ <i>Good Friday</i> ✓ <i>Yap Day</i> <i>March 1 (plus 1 floating day)</i> ✓ <i>Yap State Constitution Day</i> <i>December 2</i>
Chuuk Campus	✓ <i>Good Friday</i> ✓ <i>Chuuk State Constitution Day</i> <i>October 1</i> ✓ <i>Thanksgiving Day</i> <i>November (fourth Thursday)</i> ✓ <i>Cultural Day</i> <i>March 31</i>

Worker's Compensation

The College of Micronesia-FSM provides worker's compensation for full time regular employees. Line of duty injury is defined as incapacitation for duty as a result of on-the-job injury and related medical treatment of the injury or death as the result of an on-the-job injury.

- i. Pay-Status: An employee who suffers on-the-job injury will be carried on the payroll with full pay status without charge to sick leave or any other leave until the employee's personal physician certifies that the employee is fit to return to duty.*

- ii. Treatment: *An employee who is absent from duty for medical treatment of an on-the-job injury will be granted leave with pay and without charge to sick leave or any other leave.*
- iii. Part-Time Duty: *An employee who is able only to work part-time or light duty during recuperation from on-the-job injury shall receive full pay without charge to sick or any other leave for hours not worked during the recuperation period. The employee must present a statement of incapacitation for full-time duty from his personal physician in order to be eligible for pay for hours not worked.*
- iv. Right to Refusal: *Employees shall not be obliged to accept duties they deem hazardous.*

Source: COM-FSM Board Policy 6014

The supervisor makes a report when an employee suffers an on-the-job injury and provides it to HRO. Attachments to the report include:

1. Medical authorization for employee to be treated by a physician
2. Medical report from the physician in charge
3. Receipt of any payment of the medical services

HRO will review the reports with its attachments, complete the additional forms and provide them to the carrier of the program. Currently, Actoka Insurance Company is the carrier and will receive the report and forms to assess for eligibility. If the carrier determines that the injury as documented by the college meets the criteria under the insurance policy, they will then issue a check to the college for salary of the employee during the period the employee is recuperating from the injury and may also cover the medical services received. If the college has advanced the salary of the period covered, the college will treat the check as a reimbursement.

Reduced Tuition for Employee and Dependents

The College of Micronesia-FSM allows waiver of tuition and auditing fee up to six (6) COM-FSM credit hours each academic semester for full-time regular employees. Employees planning to take courses must receive administrative approval before registering and are limited to one course during working hours per term. An additional course may be taken outside of working hours each term.

Dependents of regular employees of the college are eligible for a 50% tuition reduction for COM-FSM courses. Children dependents must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy.

The health, activity and technology fees are waived for the employee but will not be waived for the employee's dependents. Full time regular employees and their dependents will be required to pay the registration fee.

Source: COM-FSM BP 6027.

Employees Taking Classes

A full-time regular employee is an employee with a position established by the board, with a regular employment contract, and whose salary is assigned per annum rates. Employees who wish to take

courses must follow these steps prior to registration. Employee will provide HRO a copy of Appendix I if the request is approved.

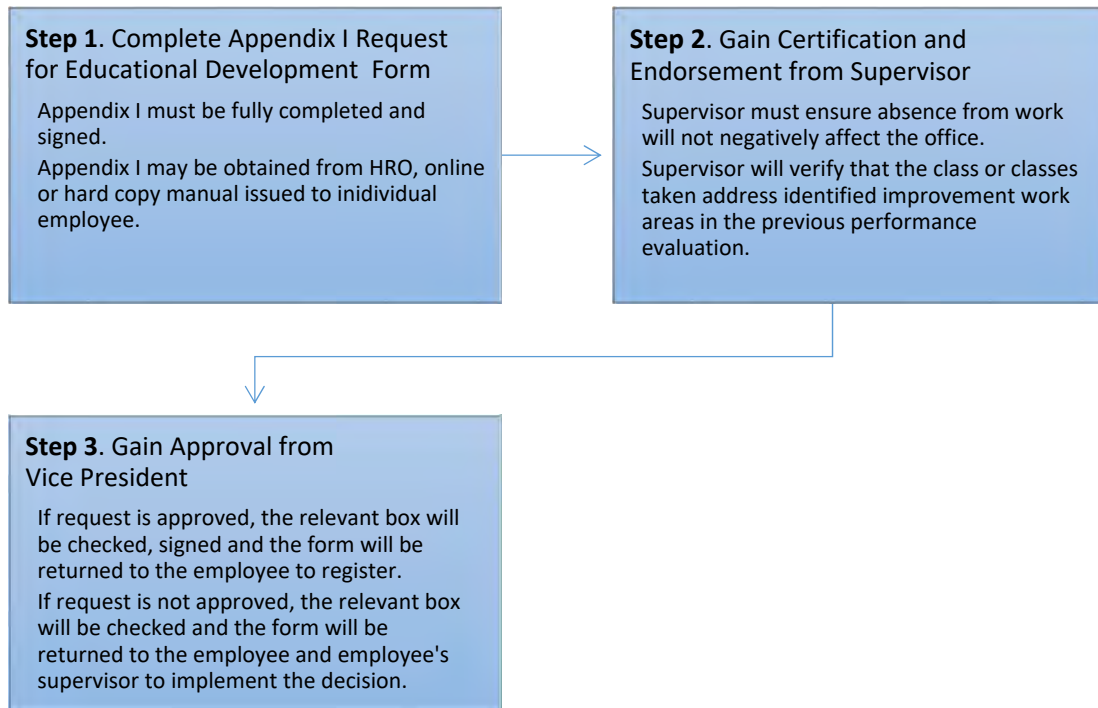


Figure 2.1. The Process for Employees to Take Classes

Dependents Taking Classes

Employee's Dependent: An employee dependent is defined as the spouse and biological or legally adopted children of employee and/or spouse who are living in the employee's household and are financially dependent on the parents. For child dependents for the application of this particular policy, the child dependent must be age twenty-two or younger at the time of registration for any courses to be taken pursuant to this policy.

Source: COM-FSM BP 6027.

Dependents who wish to take classes will present a completed Appendix H Form and any required additional evidence to HRO for certification to receive reduced tuition. The steps are shown in Figure 2.2.



Figure 2.2. The Process for Dependents to Apply for Reduced Tuition

Optional Benefits

The college offers several optional benefits for full-time, regular employees for which the college cost-shares the premiums with the employee. Each employee makes the decision when to obtain such benefits.

Health Insurance

The college maintains group health insurance with one agency at a time and pays for the share of the employer’s contribution for the individual employees while they are employed.

Currently, FSM MiCare is the health insurance provider and requires the college to pay 52% of the employer’s share of the total premium while employee pays the remaining 48%. The table below indicates periods where employees have the options to either enroll or make changes to their plans.

Timelines	Enrollment Dates	Effective Date
Annual Open Season	July 1 st -31 st	October 1 st
New Hire	Within 30 days from date of hire	As soon as MiCare processes enrollment forms
Other changes – Marriage, Adoption, Divorce, Deceased, New Birth.	Within 60 days from the date of event the necessitated the change	As soon as MiCare processes enrollment forms

Annual Open Season

HRO issued a notice memorandum with relevant forms through email to the college alias notifying personnel of the open season, effective date, submission deadline to HRO and expected level of

completion of the form and its quality. Within the open season, HRO will issue multiple reminders until the deadline date. Figure 2.3 shows the four steps for obtaining health insurance.

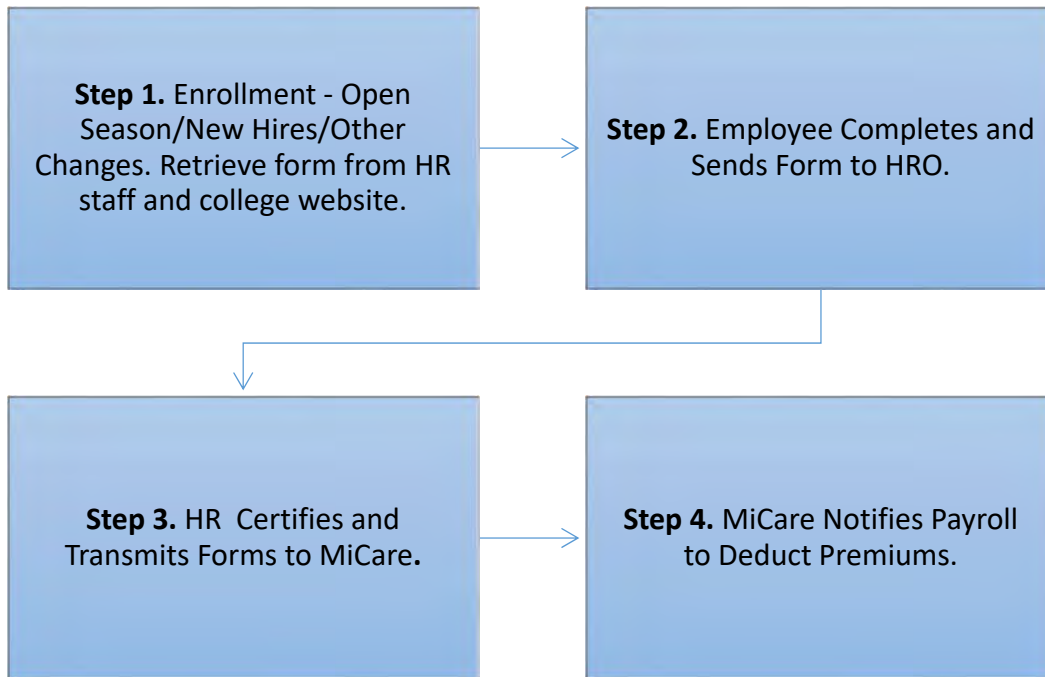


Figure 2.3. The Process for Enrolling in MiCare

HRO staff will review forms, certify completeness and accuracy then prepare a cover letter to MiCare and provide MiCare with original copies of forms. HRO will maintain copies of the forms and cover letter. MiCare will implement the changes and enrollment requested during the open season on October 1 of the year and employees will see the changes in their paycheck that included the October 1.

To make other changes outside the open season period, follow the same process above. MiCare will issue a notice to the Business Office to deduct premiums from payroll, normally within two weeks from the date form is received.....and pay a processing fee of \$3.00 per member. When you see the deductions on your check stub, your coverage has commenced. MiCare requires participants to have their photos on their cards; thus, members in the plan must visit MiCare Offices in any of the states to have pictures taken and pay the card processing fee of \$3.00 per. Members are encouraged to call MiCare directly during office hours to discuss individual issues and health care referral options and procedures.

MiCare Local Offices			
<p>Pohnpei MiCare Central office Tel. No: 320-5693 Fax No: 320-5693 Email: info@micareplan.fm</p>	<p>Kosrae Kosrae State Hospital Tel/Fax No. 370-2935 Email:Sjackson@fsmhealth. fm</p>	<p>Chuuk Chuuk State Hospital Tel. No:330- 2217/5891 Email: bfred@fsmhealth.fm</p>	<p>Yap Yap State Hospital Tel No: 350-2115 Email: ERutnag@fsmhealth.co m</p>

Figure 2.4. Locations for MiCare Offices

Life Insurance

The college maintains group life insurance with one agency at a time and pays for the share of the employer’s contribution for the individual employees while employed. The current carrier is IAC and the college covers 64% of the premium of the basic life coverage while employee takes full responsibility for the premium toward the dependent live coverage. *This contribution will be made on a discretionary basis when funds are available.*

Employees have the options to enroll and make changes to their plans during these periods

Timelines	Enrollment Dates	Effective Date
New Hire	Within 60 days from date of hire.	As soon as payment is received by IAC.
Late Enrollments	Late enrollment after the first 60 days of employment is allowed.	When IAC approved the late enrollment application and when payment commences.
Beginning of a new contract with Insurance Carrier	Selected date, normally months prior to a new contract.	As defined in the new contract and when payment commences.

Retirement Plan

College of Micronesia-FSM offers its employees a Nonqualified Deferred Compensation Plan. Employees eligible to participate in this plan are regular employees who are at least 18 years old and have completed one year of employment with the college. Upon completing a year of service, the eligible employee will be allowed to enter the plan on either January 1 or July 1. A participant can contribute up to 100% of their pay, but must contribute at least 3% in order to participate in the plan.

The college will contribute \$.50 for every \$1.00 the employee contributes every pay period. The maximum employer contribution is 3% of gross pay. This contribution will be made on a discretionary basis when funds are available.

Source: COM-FSM BP 6011.

HRO issues a notice for the open season twice a year; January and July. The notice is made through a memorandum from the director of human resources, with forms, and is issued through the college email alias.

so that each employee receives a copy. The memo defines who is eligible, explains the changes allowed, and indicates the covered period and the submission deadline to HRO. HRO staff will resend the email with attachments repeatedly during the open season period until the deadline. HRO staff will compile forms and send them to be approved by one of the three plan administrators (president, vice president for administrative services, and comptroller). HRO staff will provide hard copies to Payroll and the ASC Office in Pohnpei. Payroll will implement the changes to contributions and HRO will maintain the original forms.

How Do I Apply for Loan from My Retirement Funds?

A participating employee may apply for a loan from his/her retirement funds by completing a *Loan Application Form*. The form may be obtained from HRO, Payroll, Online or the employee’s copy of this manual. The form is to be fully completed, signed by one of the plan administrators (president, VPAS, and comptroller) and provided to Payroll to process it with ASC.

A loan is allowed when at least \$1,000.00 is available in the plan of an individual at the time of request. An employee may request a loan of up to 50% of available funds in his/her individual plan. If the employee has an account at the Bank of Guam, that name and account number are written on the distribution form. In that case, ASC will deposit the funds into the employee’s personal account. If the employee does not have an account with the Bank of Guam, ASC will issue the funds to the college and Payroll will reissue the check to the employee.

How Do I Get My Retirement Funds When I Leave the College?

When an employee departs from the college, the employee may withdraw their funds from the plan and vested portion of the college contribution based on the formula below.

Vesting Schedule Applied to a Participants’ Employer Match Account

Years of Service	Vesting%
4	25
5	50
6	75
7	100

An employee must complete the *Distribution Form* from HRO, online, or from this procedure manual. Send the completed form to HRO for certification. Then follows approval by a plan administrator and transmittal to a ASC local office. The distribution request will be processed after the effective date of employee’s last date in employment.

Early Processing of Employee Funds

If an employee can demonstrate compelling reasons, he or she may request a plan administrator to endorse to the ASC local office such a request for early processing. The employee will need to write a brief internal memorandum to the plan administrator for the request. The plan administrator will forward to ASC in writing an endorsement for an early processing of the employee’s funds.

If the employee has an account at the Bank of Guam, that name and account number are written on the distribution form. ASC will deposit the funds into the employee's personal account.

If the employee does not have an account with the Bank of Guam, ASC will issue the funds to the college and payroll will reissue the check to the employee.