

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 6004

Administration of Human Resources Policies

Date Adopted:	1 April 1993
Date Revised:	11 March 2022
Date Reviewed:	30 April 2015, 11 March 2022
References:	Section III, 13 May 2013 Personnel Policy and Procedures Manual

1. ADMINISTRATION THROUGH THE PRESIDENT

a. The Board of Regent's policies shall be administered by and through the president. All policies of the board shall be administered uniformly in all components within the domain of the college, unless otherwise specifically exempted by the board for reasons it deems justifiable.

b. The president shall have the power to act in the absence of policy guidelines in order to carry out day to day operational requirements. Such action shall be guided by the best interest of the college and shall be subject to review by the board at its next meeting following the date of said action.

c. Action taken outside the board policy guidelines shall be reported to the board. The report shall include the description of the circumstances requiring action, type of action taken, date of action, parties involved, and justification for action chosen. The report shall include, where appropriate, a proposed policy relating to the action in question for board review and consideration.

2. ADMINISTRATION THROUGH THE DIRECTOR OF HUMAN RESOURCES

The director of human resources office's responsibility include the assignments listed below:

- a. Advise the president on all staff personnel requirements and all personnel administration programs;
- b. Establish and maintain records of all personnel within COM-FSM;
- c. Maintain a college-wide position classification system, compensation plan and employee benefits program;
- d. Review personnel matters to ensure compliance with all board policies and for operational effectiveness; and
- e. Carry out such other personnel administrative activities as are necessary to assure a college-wide and merit-based personnel program.

3. ADMINISTRATION THROUGH OTHER OFFICE AND DEPARTMENT HEADS

Each office and department will be managed and led by an administrator qualified through the

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hiring policies and procedures.

Each administrator shall abide by the 'Equal Opportunity' and nondiscrimination guidelines adopted by the board and comply with the guidelines as found in Public Law No.7-79.

See Administrative Procedure 6004