

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6011

Employment Benefit

Date Adopted: 1 April 1993
Date Revised: 30 May 2015
Date Reviewed: 11 August 2017
References: Chapter 2, Human Resources Manual, August 30, 2017

Key Terms You Need to Know

Employee Contribution - The total biweekly payment deducted from employee's check to match the employer's share into an elected benefit program.

Employer Contribution - The total biweekly payment made by the college to an employee's elected benefit program.

Beneficiaries - The individual(s) that an employee named in their benefit programs to receive their benefits if they die while eligible for the benefit programs.

Dependents - Individual(s) an employee named as their defined eligible family members to receive benefits available for elected benefit programs offered under the college.

Dependent Coverage - The biweekly payment deducted from both the college and employee toward benefit program elected for an employee's defined dependents. (There are some programs for which the college does not cover contribution toward dependent coverage.)

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Frequently Asked Questions	
When do I become eligible to enroll in MiCare?	✓ Within 30 days from your start date in a full time regular position at the college and during annual July open season.
Does the college contribute to my premiums for MiCare and how much?	✓ Yes. The college pays for 52% of your biweekly premium for you and your eligible dependents. Refer to the latest MiCare Plan for updates on dependents.
Do I need to fill out leave form for holidays in order to get paid?	✓ No.
How do I know if I get paid for any holidays?	✓ For holidays the college lists in Board Policy No. 6013, you will not need to fill out any paperwork. Review your check stub for the period where there is a holiday and verify with Business Office if you feel there is a discrepancy.
Can I enroll my parents in my life insurance plan?	✓ No. Only your spouse and children under your care up to age 18 or 24 if they are in school.
If I get hurt on the job, who is responsible for filling out the workers compensation report?	✓ The reports are initiated by you and your supervisor.
How many classes can I enroll for per semester under the tuition wavier policy?	✓ A maximum of two courses per semester; one must be outside of working hours. You will pay for any excess courses beyond the two.
Do I need to fill out the Appendix H Dependents Eligibility Form each semester for my dependent?	✓ Yes
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:

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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

See Board Policy 6011.