

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 6016

Incentive Program

Date Adopted: 1 April 1993

Date Revised: 30 May 2015

Date Reviewed: 11 August 2017

References: Chapter 5, Human Resources Manual, August 30, 2017

Key Terms You Need to Know for this Chapter

- **Innovative Idea Award** – award given for an outstanding idea that was implemented and has resulted in cost saving or improved performance in any area of the college.
- **Service Award** – award given to recognize continuous years of service to the college starting from five years onward and issued every five years.
- **Award of Recognition** – award given for an employee who goes above and beyond the call of duty for the good of the college.
- **Faculty of the Year** – award given to one full-time faculty per year for outstanding teaching.
- **Community Service** – award is given to recognize an employee who promoted the college or performed outstanding community service
- **Professional Recognition** – award given to recognize degree completion, published books or articles, or promotion to leadership at the college or in external work related professional organizations.
- **Employee retirement** – award is given to recognize 20 years of continuous service to the college for an employee departing after completion of the 20 years.
- **Good Health Award** – award is given to recognize a non-faculty employee who has not applied for sick leave for the whole year.
- **Student’s Choice Award** – award is given to recognize one staff member who “*supports, assists, encourages, advises, and serves as a role model for the students.*”
- **Staff of the Year** –award is given to one non-teaching full-time staff member per year who has completed the year of service to the college, and who shows the following qualifies or criteria for selection: outstanding work performance; active participation on committees and teams; contribution of time and effort to extra-curricular activities, special projects etc.; demonstrated dedication to the college; and is recognized for outstanding service to students and others.

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Frequently Asked Questions	
✓ Who is eligible to receive an award?	✓ A full time regular employee who has completed the first year probationary period prior to the ceremony.
✓ When do I become eligible for the years of service award?	✓ After completing the first five years of employment and every five years thereafter.
✓ How are the awards determined?	✓ College community and students make nominations initially for most awards, while others are determined based on employment contracts and verifiable documents. Some awards allow for self-nomination.
✓ Why are some of the awards given in cash and others are not?	✓ That’s how the college policy provides for the awards
✓ Am I required to attend the ceremony?	✓ Yes

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.

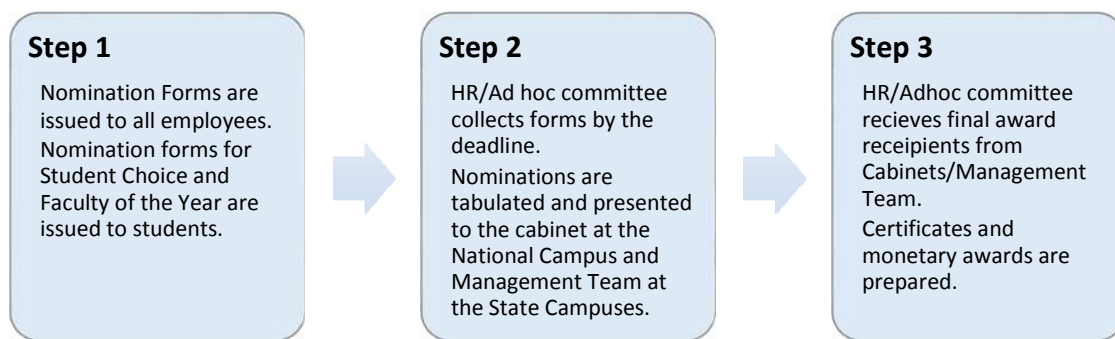


Figure 5.1. The Process for Organizing the Employee Recognition Event.

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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

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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.

See Board Policy 6016.