

**COLLEGE OF MICRONESIA-FSM**  
**ADMINISTRATIVE PROCEDURE NO. 6022**

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**Employee Organization**

Date Adopted: 1 April 1993  
 Date Revised: 30 April 2015, 24 May 2012  
 Date Reviewed: 11 August 2017  
 References: Chapter 11, Human Resources Manual, August 30,2017

**Key Terms You Need to Know**

- **Employee Organizations** – clubs formed by like-minded personnel who share common cause and who wish to freely communicate with each other for common personal aspirations or goals. Such clubs are free to contribute to college efforts in areas of interest.
- **Outside Activities** - any activity; paid or unpaid, that requires time and energy from the employee which could have an impact on the college or employee’s performance.

<b>Frequently Asked Questions</b>	
✓ <b>Can I participate in an existing college employee organization?</b>	✓ Yes, you will enroll yourself in the desired organization by connecting with officers of the organization.
✓ <b>Do I need permission by my supervisor to become member of any employee organizations?</b>	✓ No.
✓ <b>Where do I find out about existing college employee organizations?</b>	✓ Look at the bulletins on or off campus for meeting announcement, newspapers, college website, and ask your supervisor or co-workers.
✓ <b>Am I required to participate or be a member of an employee organization?</b>	✓ No.
✓ <b>Will my participation in employee clubs affect my employment?</b>	✓ Only if you take time from work during working hours to attend to club activities and your performance and responsibilities are affected as a result.

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## **The Process for Establishing Employee Organizations**

A group of individuals may form their organization of choice anytime during their employment with the college. They are free to invite others (employees and non-employees) to join. If and when they feel they need to formally register their club at the college or beyond, they will do so as appropriate. To formally register their club or organization at the college, they will create bylaws using the established procedures for registering student clubs. If members wish to formally and legally apply for non-profit organization status with the FSM government, they will follow the existing laws and regulations.

## **Communication and Activities for Employee Organizations**

The organization will conduct its meetings and activities outside of the college business hours and such meetings and activities shall not interfere or conflict with individual employee performance, duties, and operation of the college or its programs.

Communications for and about the organization and its activities will comply with existing college policies on communication and information technology. College resources will not be used for the organization's purposes.

See Board Policy 6022.