

COLLEGE OF MICRONESIA-FSM  
**ADMINISTRATIVE PROCEDURE NO. 6033**

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## Updating Online Personnel Policies

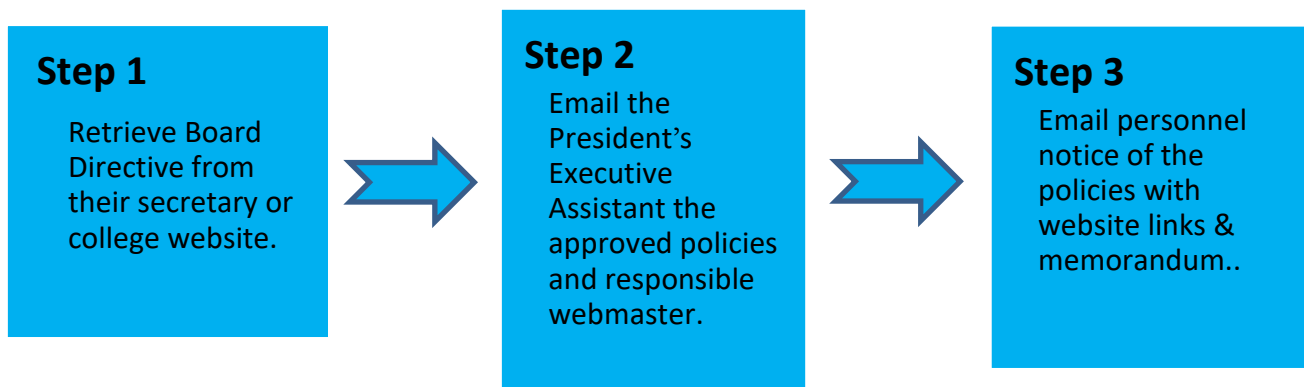
Date Adopted: 5 September, 2018

Date Revised:

Date Reviewed:

References: Based on College Catalog Policy, January 15, 2013

When a policy under Human Resources Office is approved by the board of regents, these steps will be taken to update the online manual and advises personnel on the changes.



### **Step 1. Retrieve Board Directive from Their Secretary or College Website**

Following a board meeting, the HR Director will retrieve the board directives from the board's secretary under president's office or the college website; whichever is the quickest to assure approved policies and correct changes. If there were additional changes made by the board, the director will make those changes in the policies and put them into approved format.

### **Step 2. Email the Policy Coordinator the approved policies and responsible IT staff**

The HR Director or a designee shall email the approved policy to the President Executive Assistant to ensure policies are organized and to facilitate its update and upload to the college website. The Webmaster with advice and confirmation from the President's Executive Assistant, will post the policy online. HR Director or a designee will communicate with IT Webmaster to ensure the policies are uploaded and a link is available.

### **Step 3. Email personnel notice of the policies with website links & memorandum**

The HR Director or a designee will draft a memorandum that advises personnel on the policy changes and correct links to access them online easily. The memorandum should have these information therein.

- ✓ Number and name of policy
- ✓ Effective dates of policy
- ✓ Reference to the board meeting where the policies were approved
- ✓ Originate from HR Director and "Through" President

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- ✓ Remind personnel to periodically consult the online policies for changes and to print hard copies to update their current hard copy manual

See Board Policy No. 6033