

HRC Memorandum No. 1 s. 2018

February 5, 2018

To: Sylvia Henry,
President , Faculty and Staff Senate



From: Emmanuela P. Garcia,
Chair, Human Resources Committee

Subject: BP6033 Personnel Policies

BP 6033 on Personnel Policies is authored by HRD Rencelly Nelson, was sent out for review by HRC members in November 2017 and was adopted by HRC on February 2, 2018. The policy was adopted since it is for COM-FSM employees to consult the college website for updates on new and amended policies. Below are BP6033 and AP6033 for your reference:

BP 6033 Personnel Policies

Personnel Policies

Date Adopted:

Date Revised:

Date Reviewed:

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

Official Personnel Policies

The college (COM-FSM) online personnel policy manual is the official manual for policies of the college and may differ from the printed version. Every effort shall be made to keep the online manual accurate and up-to-date to reflect the most recent policies. As policies are updated and/or added each year, such are added and updated to the college web at <http://www.comfsm.fm/?q=policy-human-resources> while a notice of such change is issued by the HR Director through email to the college email alias. Each employee is advised to periodically consult the website for such changes and additions to the online policy manual and is free to print copies to update own printed version.

In the event of conflict between written policies and the online personnel policy manual posted on the website, the policies on the website shall prevail.

See Administrative Procedure 6033

AP 6033

Personnel Policies

Date Adopted:

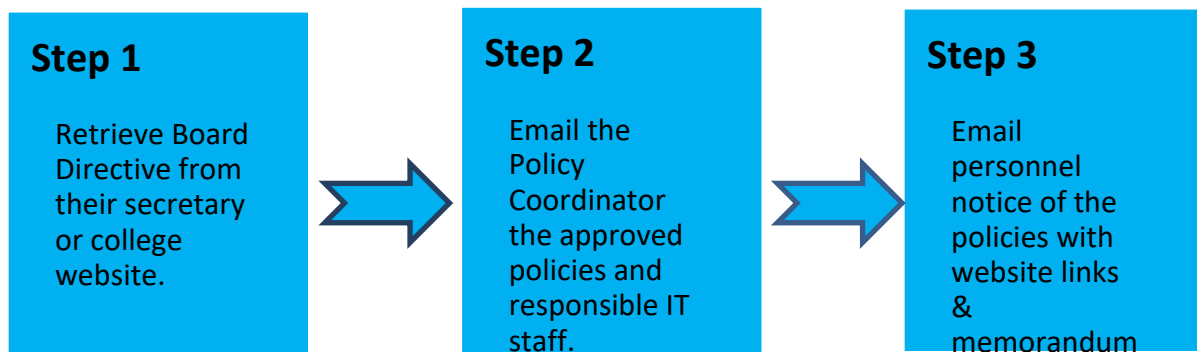
Date Revised:

Date Reviewed:

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

Updating Online Personnel Policies

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 advise 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 Policy Coordinator to ensure policies are organized and to facilitate its update and upload to the college website. The staff from Information Technology with advice and confirmation from the Policy Coordinator, will post the policy online. HR Director or a designee will communicate with IT 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
- ✓ 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