



COLLEGE OF MICRONESIA-FSM

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Human Resources Committee

December 5, 2014

To : Director of Human Resources
From : Chairperson, Human Resource Committee
Subject : Policy 003

During the Human Resource Committee's meeting on December 04, 2014, the HR Committee endorsed Policy 003. However, before Policy 003 can be submitted to the next stage of the review process, it needs to be formatted in the up-to-date format. Camihla Santos can assist you in the process.

VPAS provided guidance in this area during this meeting and the HR Committee would like to suggest that all future policies presented to the HRC, be properly formatted with the procedures section removed from the policy. This will help expedite the review process.

Furthermore, once policies have been endorsed, they should be removed from the Policy Manual to reduce confusion and redundancy. For your information, HRC has recommended Section X.d, be removed from the section due to the redundancy to Policy 003.

HRC's next scheduled meeting is December 18, 2014. However, because of graduation on that day, faculty will be on break until Spring 2015. At the same time, members may not be available as they too, may be applying for leave. HRC has decided to cancel this time and convene on January 08, 2015. This will also give time for HRO to work on the policies that needs to be formatted in the new format and ready for HRC's review on January 08, 2015.

Thank you very much and look forward to your continued support and assistance to HRC.

Marylene Bisalen

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cc: VPAS
HRC