



College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

HR Committee Assessment For 2018-2019

I. Role

- II. The Human Resources Committee is a source of feedback, expertise and guidance for the Human Resources Department in the discharge of its program development, implementation and operational responsibilities. The Human Resources Committee reports its findings and recommendations to the Executive Council. Revisions to policy reviewed in the Committee and ultimately approved by the President and Board of Regents shall be incorporated in subsequent annual edition of the College's Human Resource Policy and Procedure Manual and/or the Faculty Handbook.

III. Overview of HR Committee actions

MEETINGS- HRC MEETS QUARTERLY		
Date	No of meetings	No of attendees
10/25/2018	HRCQ1	6
11/15/2018	HRCSP01	5
2/28/2019	HRCQ2	6
5/02/2019 & 6/20/2019	HRCQ3	7
Average attendance (of 9 Voting members)	4	6

BOARD OF REGENTS APPROVED POLICIES

The Board of Regents approved the following policy revisions submitted by HRC and recommended by the Executive Council at its meeting of February 12th, 2019:

3.4 Initial Contracts

Initial contract changed from 2 years to 3 years.

Rationale for change:

Turnover is especially high for faculty and the change from 2years to 3 years will ensure CMI gets a better return on investment for recruitment and initial hire costs.

a) 5.3.16 Overtime and Compensatory Time-off

Include a clause on meal breaks for approved overtime hours.

Rationale for change:

The current policy does not address meal breaks and this is subject to wide interpretation by employees and supervisors. The inclusion of a clause addressing meal breaks seeks to provide clear guidance to employees and supervisors.

b) 5.3.8 Temporary, Acting at a higher level, Extra-responsibilities and Interim Positions

Current policy updated to include extra responsibilities.

Rational for change:

Employee movement resulting from turnover and organizational change often results in some employees having to take on additional responsibilities on a temporary basis that is not part of their job responsibilities. This may include a job holder having to do their own job as well as up to half of another job or take on a special project with a specified timeline. The current policy does not address such situations.

c) 6.4.1 Housing

Housing security deposit paid by the college, is not transferable.

Rationale for change:

Employees are now required to pay Housing Security deposit. The current policy is updated to include a clause stating that a Security Deposit paid by the College is not transferable if the employee decides to change accommodation and will be refunded to the College. This applies to employees whose security deposit was paid by the College.

d) 6.4.2 Transportation

Change to Transportation policy for off-island employees stating that dependents must reside in the RMI for two years.

Rationale for change:

The current policy states that CMI will pay for accompanying dependents airfares but does not state how long dependents must reside in the RMI. The inclusion of this clause will prevent situations where this provision is used as a 'holiday' option for dependents.

e) 7.3 Annual Leave

New clause 7.3.7 stating annual leave cannot be taken during a resignation notice period.

Rationale for change:

The purpose of the notice period is to allow time for CMI to recruit a replacement as well as for completion and handover of any outstanding work.

f) 7.4 Sick Leave

Under conditions for granting sick leave revise clause 7.4.1 (c) An Employee has a seriously ill spouse or child' *to now read, ' An employee has a seriously ill spouse or child may utilize their sick leave hours after they have exhausted accrued annual leave hours.'*

Rationale for change:

The change is intended to improve the administration of the sick leave policy as well as to manage Accrued Annual leave hours and its liability to the College.

g) 7.8 Administrative Leave

Official college business to other CMI campuses is normal work and therefore does not require an Administrative leave application.

Rationale for change:

Administrative Leave by definition is authorized absence from duty with pay. Travel to CMI's off-island campuses on official business does not fit this definition, hence the recommended policy change.

h) (1) 8.6 Tuition Waiver and (2) 6.2.4 Employee Family Education Benefit Policy

The Board did not make a decision on this recommendation. Status quo remains

Rationale for change:

The current policy on Tuition Waiver for studies at CMI addresses both employee dependents and employees. The recommended change separates the two into separate policies placing tuition waiver for dependents under the 'Employee Benefits' chapter and to be included in the current policy 6.2.4 Employee Family Education Benefit Policy'.

i) 9.1 – Voluntary Cessation of Employment(Resignation)

- i. Policy was amended to include all categories of employees so that periods of notice for resignation are addressed in the same chapter. This includes Administrators, Faculty, Managers and Staff.
- ii. To change Staff Notice Period from 14days to 30days.

Rationale for change:

- i. Faculty and Administrators were not included in this chapter. Faculty were addressed in Faculty Handbook.
- ii. Change from 14 to 30 days allows time for recruiting a replacement.

j) 10.4 Vehicle Use Policy updated to include provision of a vehicle to Vice-Presidents. <i>Rational for change:</i> Current policy only addresses the provision of a vehicle for the President.		
EC APPROVED		
HRC RSA	Approved revised RSA for 2018-2019	November 21 st , 2018
HR Policies and Procedures	Marshallese version approved by EC	January 30 th , 2019
HR Procedures	Approved correction to 3.6.1 Hours of Work Policy for Non-faculty Employees, Guideline b.i. change 70 hours to 72hours. Amendments to the 'Recruitment Procedures' which included: • Name change of Compensation Committee to Job Evaluation Committee • Change review of existing position from Search Committee to Hiring Manager • Include sentence stating the Search Committee for an Administrator will be chaired by the President. • Add a sentence under 2.2.7 Interviewing', stating that the process will include a site visit by the top two candidates.	January 39th, 2019 January 30th. 2019
HRC APPROVED		
HR Policies and Procedures Handbook 2018-2019	Publishing of 2018-2019 version including BOR approved policies and procedures .	February 2019
DRAFT POLICIES/PROCEDURES/REPORTS		
CONSIDERED BY HRC		CURRENT STATUS

Revision of Sick Leave Policy	Was approved by the BOR. Policy reverted to Senates for feedback following requests from Senates.
Retirement Benefit Savings Plan	On hold by BOR- pending further discussion
Separation and revision of 8.6 Tuition Waiver and (2) 6.2.4 Employee Family Education Benefit Policy	The Board did not make a decision on this recommendation. Status quo remains.

I. Meeting Attendance

The HR Committee met a total of 4 times during the year. There were a total of 9 voting members and the average attendance of voting members per session was 6.6 (66%).

II. Reflections

1. Average attendance rate at HRC remained at 66% which was the same as the last period. Timely input and feedback from the three employee senates was not as forthcoming and participatory as expected. This was particularly the case with regards to the Sick Leave policy which generated a lot of questions and concerns when implemented after its approval by the Board. This was after the revisions had gone through each of the governance groups.

III. Remedial Actions

1. Committee members' attendance has not changed although the meetings are now held quarterly. It is recommended that HRC relook at membership and meeting schedules.
2. HRC to rethink more effective ways of communicating and soliciting input on HR policy changes from the three employee senates. Such ways can include presentations to the respective senates at their request.
3. New, or revisions to HR policies and procedures must be introduced and discussed at a minimum of two meetings before a vote is taken for recommendation to the Executive Committee.

Approved by Executive Committee

Date: November 20th, 2019