



COLLEGE OF THE MARSHALL ISLANDS
BOARD RESOLUTION-No: 2019-002

“A RESOLUTION TO APPROVE REVISIONS TO HR POLICIES

RESOLVED, the College of the Marshall Islands’ Finance, Risk and Assessment Committee approved revisions to various HR Policies as presented in Exhibits “a-k”.

FURTHER RESOLVED, that the Boards’ approval and consideration of the recommended revisions to the following policies appended in Exhibits a-k:

a) 3.4 Initial Contracts

To change the duration of an initial contract from 2 years to 3 years.

b) 5.3.16 Overtime and Compensatory Time-off

To include a clause on meal breaks for approved overtime hours.

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

To update the current policy to include extra responsibilities and remuneration rates for extra responsibilities.

d) 6.4.1 Housing

Update the Housing policy to include a clause stating that where a housing security deposit was paid by the college, this is not transferable.

e) 6.4.2 Transportation

To include a new clause in the Transportation policy for off-island employees stating that dependents must reside in the RMI for two years.

f) 7.3 Annual Leave

Include a new clause 7.3.7 stating annual leave cannot be taken during a resignation notice period and a waiver of the notice period must be approved by the President.

g) 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.’

h) 7.8 Administrative Leave

To differentiate travel on official college business to other CMI campuses as normal work and therefore not requiring an Administrative leave application.



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

To separate employee dependent's benefit from employee professional development.
Policy 6.2.4 is amended to include tuition waiver for dependents and policy 8.4
Tuition Waiver is addresses employees only

j) **9.1 – Voluntary Cessation of Employment(Resignation)**

- i. To consolidate policy 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.

k) **10.4 Vehicle Use**

To update the policy to include a clause that covers the provision of a vehicle to Vice-Presidents.

NOW, THEREFORE, BE IT RESOLVED:

That the recommended revisions to the HR Policies as listed is adopted as set forth in the attached and incorporated Exhibits a-k.

I, Benjamin Chutaro, Chairman of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Boards College of the Marshall Islands on 2/12/19 at which a quorum was present and voted.

[Signature]

Benjamin Chutaro
Chairman

College of the Marshall Islands