

**CMI****College of the Marshall Islands**

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga Campus
Majuro, Marshall Islands, MH 96960Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu**COLLEGE OF THE MARSHALL ISLANDS****BOARD RESOLUTION-No: 2024 - 005*****“A RESOLUTION TO AMEND HUMAN RESOURCES POLICIES”***

WHEREAS, The Board of Regents of the College of the Marshall Islands is given the responsibility under the CMI Act 1992 to “insure the well-being of faculty, students and staff through the approval of appropriate policies and procedures,”

And

WHEREAS, the revisions have been recommended by the College’s Human Resources Committee and Executive Council,

And

NOW, THEREFORE, BE IT RESOLVED:

That the College of the Marshall Islands Board of Regents approves the following revisions to existing Human Resources Policies:

- a. Update the housing allowance available to two people living together to \$1,100 (400-6.4.1) to align with the previously update amount for a single person.
- b. Delete the clause regarding the College assisting with an initial security deposit (400-6.4.1), as this is covered under the Moving In Allowance and college policy already allows for salary advances if needed.
- c. Clarify that employees who do not complete their initial contract must pay back all costs associated with their relocation (400- 6.4.2).
- d. Clarify that faculty, who do not have annual leave, may use sick leave for spouse or dependent care (400- 7.4).
- e. Consolidate leave types by eliminating Family and Community Service Leave and moving those hours to Personal Leave (400- 7.6).
- f. Clarify requirements for Administrative Leave (400 - 7.8).
- g. Remove “other person who occupies such position in the family, or a person living in the same household” from the Bereavement Leave Policy due to the impracticality of documentation (400- 7.9).
- h. Clarify Emergency Leave for employees not located on Majuro (400- 7.10).
- i. Ensure Leave of Absence Without Pay rules regarding insurance matches the life insurance carrier’s rules (400- 7.13.4).



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- j. Clarify that the employee, and not their supervisor, must provide notice of resignation (400- 9.1.5).
- k. Update Internet Usage Rules to match IT Policy and modern work uses of chat (400 - 10.7.4)
- l. Change references to copyright law to copyright guidelines given the lack of copyright law in the Marshall Islands (400 - 10.8).
- m. Strengthen requirements for consultancies (400- 10.11).

I, **Kathryn Relang**, Chair 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 Board of Regents of the College of the Marshall Islands on **March 18, 2024** at which a quorum was present and voted.

DocuSigned by:

A handwritten signature in blue ink, appearing to read 'Kathryn Relang'.

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Kathryn Relang

Chair, Board of Regents
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CMI POLICY NO. 400 - 6.4.1

Housing Policy

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

1. Policy Statement	The College provides either housing or a housing allowance to full-time Employees recruited to positions open for internationally competitive expatriate recruitment and whose usual place of residence is outside of the Republic of the Marshall Islands. Housing benefits begin on the start date of the contract, continue throughout the employment relationship between the College and the Employee and end when the employment relationship ends.
2. Purpose for the Policy	Housing benefit is part of the extended benefits package added to an Employee's contract as needed for recruitment incentive and employee retention.
3. Definitions	Internationally competitive expatriate recruitment- Positions open normally for expatriate recruitment
4. Statements of Elaboration of Policy.	Housing Allowance. When College housing is not available, or if the eligible Employee chooses to live off campus, the College will pay the Employee's rent directly to the Employee's landlord, to a maximum of \$850.00 /month for a single renter, and to a maximum of \$1,100.00 /month for two people sharing an accommodation when both people are under full-time contract with the College or, when the spouse/partner is working for another organization and also receiving a housing benefit, up to \$600.00 or \$1,100.00 minus the benefit received by the spouse, whichever is higher. Administrators are eligible for a rental allowance of up to \$1,100 /month. Rent payment shall be made by the College Business Office directly to the landlord.
i. Cross References to Related Policies	
5. Responsible Officer	Director Human Resources

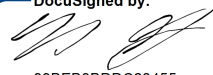
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6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	https://docs.google.com/document/d/1F8j0EOzN2cl-qLzCwkcxeDXjcvdHON63/edit
8. Date of Initial Policy	March 24, 2004
9. Date(s) of Any Revisions	August 18, 2020

President's Signature

DocuSigned by:

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March 18, 2024**Dr Elizabeth Switaj****Date**



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CMI POLICY NO. 400 - 6.4.1

Housing Security Deposit Policy

Status: Active
Effective Date: March 18, 2024
Approval Date: March 18, 2024

1. Policy Statement	The College provides either housing or a housing allowance to full-time Employees recruited to positions open for internationally competitive expatriate recruitment and whose usual place of residence is outside of the Republic of the Marshall Islands. Housing benefits begin on the start date of the contract, continue throughout the employment relationship between the College and the Employee and end when the employment relationship ends.
2. Purpose for the Policy	Housing benefit is part of the extended benefits package added to an Employee's contract as needed for recruitment incentive and employee retention.
3. Definitions	Internationally competitive expatriate recruitment- Positions open normally for expatriate recruitment
4. <i>Statements of Elaboration of Policy.</i>	*Remove the second sentence as it is covered under move in allowance of \$2,000 covered in 6.4.3 Housing Security Deposit: In the event that a security deposit is required for the housing, the employee is responsible for the security deposit.
i. Cross References to Related Policies	6.4.3 Moving in allowance: For newly hired full-time Employees who are recruited and hired from outside of the Republic of the Marshall Islands , the College will provide the Employee on arrival a \$2,000 allowance that may be used at the Employee's discretion to offset the cost of shipping and other expenses associated with the move to the RMI.
5. Responsible Officer	Director Human Resources

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6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	https://docs.google.com/document/d/1F8j0EOzN2cl-qLzCwkcxeDXjcvdHON63/edit
8. Date of Initial Policy	March 24, 2004
9. Date(s) of Any Revisions	August 18, 2020

President's Signature

DocuSigned by:

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March 18, 2024**Dr Elizabeth Switaj****Date**



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CMI POLICY NO. 400 - 6.4.2

Transportation Policy (Extended Employment Benefits)

Status: Active
Effective Date: March 18, 2024
Approval Date: March 18, 2024

1. Policy Statement	The College provides a repatriation transportation allowance to full-time Employees recruited to positions recruited internationally and whose usual place of residence is outside of the Republic of the Marshall Islands.
2. Purpose for the Policy	Transportation benefit is part of the extended benefits package added to an Employee's contract as needed for recruitment incentive and employee retention.
3. Definitions	Internationally competitive expatriate recruitment- Positions open normally for expatriate recruitment
4. <i>Statements of Elaboration of Policy.</i>	The language needs to be consistent throughout the contract general terms and condition, and throughout the policy. As such, it is recommended to change 'first year' to 'initial contract' : 6.4.2.a Once a contract for a Full-Time, Permanent Position is signed by an Employee who is hired from outside the Republic of the Marshall Islands, the College provides transportation from the point of hire to the job location by the simplest, most economical and most direct route. New Employees may arrange their own air transportation and be reimbursed by the College upon their arrival, or they may request the College to purchase tickets for them. Conditions that apply to this benefit include the following: a.) Eligible for the transportation benefit are the full-time Employee, his or her spouse, and dependent children under eighteen (18) years of age. Dependents are required to reside in



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	the Marshall Islands for a minimum period of 24 months to qualify for this benefit. If the Employee fails to complete the initial contract of employment the Employee is obligated to pay to the College an amount equal to the expense undertaken by the College in providing these benefits
i. Cross References to Related Policies	6.4.2.c: If the Employee fails to complete his/her initial contract of employment then the College is not obligated to provide return transportation to the Employee, spouse and dependents 6.4.2.d: Eligibility for repatriation travel pursuant to any renewal contract of employment subsequent to the initial contract of employment will be subject to the following...
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	https://docs.google.com/document/d/1F8j0EOzN2cl-qLzCwkxeDXjcvdHON63/edit
8. Date of Initial Policy	March 24, 2004
9. Date(s) of Any Revisions	November 29, 2021

President's Signature

DocuSigned by:

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March 18, 2024

Dr Elizabeth Switaj

Date



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CMI POLICY NO. 400 - 7.4

SICK LEAVE

Status: Active
Effective Date: March 18, 2024
Approval Date: March 18, 2024

1. Policy Statement	Sick leave policy outlines the College's policy on employees who are sick, and need absence from work.
2. Purpose for the Policy	The Sick Leave policy assures that employees are afforded reasonable opportunities to address the medical needs of themselves and their dependents without loss of pay using accrued hours.
3. Definitions	
4. <i>Statements of Elaboration of Policy.</i>	Faculty contracts do not include the accrual of annual leave, restricting their ability to take leave when spouse or dependent becomes seriously ill. Sick leave applies only to the employee with the current language, geared towards non-faculty employees. The proposed change is to explicitly identify what faculties may be eligible for in extreme circumstances, hence introducing section e as highlighted: 7.4.1 Conditions. Sick Leave protects the permanent Employee's pay during absence from work due to illness. Sick Leave shall be approved by the immediate supervisor and the Human Resources Director, and shall be granted under the following conditions: a) An Employee is incapable of performing his or her duties because of confinement for childbirth when Parental Leave has expired. b) An Employee requires a medical, dental or optical examination or treatment, or requires any mental examination, counseling or treatment.



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	c) An Employee has a seriously ill spouse or child may utilize their accrued sick leave hours after they have exhausted accrued annual leave hours. d) An Employee who becomes sick while on Annual Leave may request and may be granted Sick Leave for the period of the illness, provided the period of Sick Leave is supported by a certificate from a recognized health care provider. Using Sick Leave in this manner protects the portion of Annual Leave lost to illness, provided Sick Leave for the illness was requested and approved, Annual Leave lost to illness is restored to the Annual Leave account. However, Sick Leave taken during an Annual Leave period does not extend the end date of the Annual Leave <i>e) Faculty may use Sick Leave for seriously ill spouse/dependent as the primary source of paid leave</i>
i. Cross References to Related Policies	
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	https://docs.google.com/document/d/1F8j0EOzN2cl-qLzCwkcxeDXjcvdHON63/edit
8. Date of Initial Policy	March 2004
9. Date(s) of Any Revisions	November 2018

President's Signature

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March 18, 2024

Dr Elizabeth Switaj

Date


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CMI POLICY NO. 400 - 7.6

Personal Leave

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

1. Policy Statement	The College provides a number of paid leave as part of its benefits package, Personal Leave being one of such.
2. Purpose for the Policy	To clarify Personal Leave and streamline other similar leaves available for prospective and current employees.
3. Definitions	Professional Staff means Staff Employees who are in a position which requires a professional qualification and intellectual freedom. Technical Staff means Employees with technical responsibilities who are paid on an hourly basis. Support Staff means Employees with clerical and Handbook labor responsibilities who are paid on an hourly basis. Faculty means Employees of the College who are appointed to positions that are responsible for and whose performance evaluations are primarily based on teaching, research and public service goals and objectives of the College.
4. <i>Statements of Elaboration of Policy.</i>	The terminology used will now be consistent to that used in the HR policy, removing the word Classified. Further, this paper recommends increasing personal leave by 8 hours in lieu of Family and Community Leave for the purpose of monitoring challenges and flexibility. A separate policy paper to remove family and community leave follows this proposal. It will now read as follows:



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	7.6 Personal Leave 7.6.1 <u>Personal Leave for Support, Professional and Academic Professional Staff and Faculty.</u> Support Staff, Professional Staff, Academic Professional Staff and Faculty are entitled to one (1) day or 8 hours of Personal Leave per calendar year. An additional 8 hours may be granted for school-related family leave with the presentation of any school-related announcement as a supporting document. 7.6.2 <u>Personal Leave for Administrators.</u> Administrators are entitled to 20 hours of Personal Leave per calendar year. 7.6.3 <u>Accrual.</u> Personal Leave does not accrue from year to year. There is no carry-over of Personal Leave.
i. Cross References to Related Policies	7.11 Family or Community Service Leave
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	Form is on EWS
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

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Dr Elizabeth Switaj

March 18, 2024

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CMI POLICY NO. 400 - 7.8

Administrative Leave

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

1. Policy Statement	The College provides a number of paid leaves as part of its benefits package. Administrative applies to all permanent employees, authorizing absence from place of duty with pay.
2. Purpose for the Policy	This policy is in place to ensure the College accounts for all employees during their employment with the institution. Any administrative leave must be approved ahead of time by the President and the HR Director to minimize exposure to risk and liabilities. When an employee travels on duty or is away from the designated work place, the life insurance policy carrier reviews status of the employee, and determines if such removal from original work place was an authorized travel or movement to extend the coverage outside its primary scope. This proposal clarifies elements of such. Furthermore, this policy streamlines and refers to the existing Travel Policy instead of being redundant.
3. Definitions	Administrator refers to the Vice President that an employee's department reports to.
4. <i>Statements of Elaboration of Policy.</i>	The current policy specifies more clearly the word 'duty;' further it removes Government funeral and related as one of the conditions as this is not practical for monitoring and administering; and lastly it elaborates more the off campus or off island to ensure that shall any unforeseen event arise, the employee is covered as it was within the scope of authorized duty or travel of the College. It will now read as such:



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7.8 Administrative Leave

7.8.1 General. Administrative Leave applies to all permanent Employees. Administrative Leave is absence from assigned duty location with pay which has been authorized by the President.

7.8.2 Conditions. Employees must use the "Application for Leave" form to apply for all forms of Administrative Leave. Administrative Leave may be granted by the President for the following reasons:

- a. To minimize human risk when a hazardous weather condition has been declared by the appropriate government official.
- b. To receive medical treatment and to recuperate from an injury sustained in the line of duty, after exhausting Annual Leave and Sick Leave.
- c. To vote in public elections, not to exceed four (4) hours.
- d. To attend a government funeral or the funeral of a Staff/Faculty member or the funeral of an immediate family member of a Staff/Faculty member.

7.8.3 Approved Travel Administrative Leave. Travel Administrative Leave may be granted to Employees by the President to attend official meetings and professional conferences off campus or off island, or to temporarily change assignment in the performance of College duties. Leave taken under this subsection requires the Employee to file and attach an approved travel proposal by the Administrator and President. The approved travel proposal and administrative leave will be used to support the Departmental Travel Authorization for any release of financial arrangements pertaining to the travel.

For processing a Travel Authorization request (TA), please refer to the Travel Policy administered by the Business Office.

Administrative Leave Application Form is also attached.

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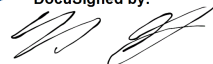
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i. Cross References to Related Policies	Travel Policy
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	https://docs.google.com/document/d/1leKr06se6cooCNApJKMEhisWvpQKinTb/edit
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

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March 18, 2024**Dr. Elizabeth Switaj****Date**



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CMI POLICY NO. 400 - 7.9

Bereavement Leave

Status: Active
Effective Date: March 18, 2024
Approval Date: March 18, 2024

1. Policy Statement	The College is mindful of the local culture and its uniqueness when it comes to funerals and unexpected loss of a family member. This policy specifies the bereavement leave, paid time away, as part of an extended employee benefit.
2. Purpose for the Policy	The purpose of this policy is to streamline the administering, compliance and monitoring of this benefit.
3. Definitions	
4. <i>Statements of Elaboration of Policy.</i>	The practicality of providing supporting document to monitor and ensure compliance for this leave is difficult and is open to much interpretation. With the various leaves available for employees, this policy revision intends to tighten up the language to what extent this leave can be used for. It will now read as follows: 7.9 Bereavement Leave 7.9.1 General. In case of a death(s) in the Immediate Family of a full-time regular Employee, up to 40 (5 working days) hours of leave without loss of pay, per occurrence, may be arranged. One of these days must be the day of the funeral. For time off beyond 40 hours (5 working days), Annual Leave must be taken. This leave is at the discretion of the President or his/her designee and does not accrue. Immediate Family, for the purpose of this policy, means the spouse, child, father, father-in-law, mother, mother-in-law, grandparent, sister, brother, sister-in-law, brother-in-law, grand-child, daughter-in-law, son-in-law.



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i. Cross References to Related Policies	7.6 Family Leave 7.10 Emergency Leave 7.11 Family or Community Service Leave
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	Form is on EWS
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

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March 18, 2024

Dr Elizabeth Switaj

Date



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CMI POLICY NO. 400 - 7.10

Emergency Leave

Status: Active
Effective Date: March 18, 2024
Approval Date: March 18, 2024

1. Policy Statement	The College recognizes the diversity and the geographical challenges when it comes to attending to unexpected family illness or death. This policy is designed for employees needing leave of absence to enlisted conditions are located away from the main location of designated duty.
2. Purpose for the Policy	The purpose of this policy is to recognize that in the instance where an eligible family member becomes ill or passes off island, the employee has additional days to account for traveling to the destination, by providing additional paid days off. It further clarifies the supporting document needed for administering this leave. The revision also includes other locations, not restricting to Majuro, with the College now expanding and having presence outside of Majuro.
3. Definitions	
4. <i>Statements of Elaboration of Policy.</i>	The CMI Centers are now accounted for in this policy ensuring inclusivity. It also clarifies the type of supporting document is needed. It will now read as follows: 7.10 Emergency Leave 7.10.1 Purpose. To establish guidelines for paid leave of absence for critical situations such as the serious illness or injury of a member of an eligible employee's family not residing in Majuro Atoll. Employees whose main assigned



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	campus or location is in the CMI Centers or ‘centers’ the residing location refers to any other places other than the island to which an employee is assigned to. 7.10.2 Parameters and Limitations. - Emergency Leave is intended to apply only in the case of death in the family of a full time, permanent employee or comparable family emergency, where the deceased family member does not reside on Majuro atoll or the island designated as primary location of duty. - Family member is defined as employee’s parent (including Marshallese common law parent), spouse, domestic partner, child, grandparent, grandchild, sister, brother, stepbrother, stepsister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepchild, stepparent. - A comparable family emergency is defined as a severe or life threatening illness or injury to a domestic partner or family member. - Such leave, with pay, may be granted to an employee by the Human Resources Director, in consultation with the employee’s supervisor or other principal administrative officer in charge, provided the regular duties of the person concerned are assumed by other employees without additional expense to the College. Up to ten (10) days of leave shall be granted for each emergency and may be extended with authorization by the President or his or her designee. - A copy of a death certificate or medical summary indicating the illness or injury to be serious is needed as supporting documentation.
i. Cross References to Related Policies	7.6 Family Leave 7.9 Bereavement Leave

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	7.11 Family or Community Service Leave
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	Form is on EWS
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

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Dr Elizabeth Switaj

March 18, 2024

Date



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CMI POLICY NO. 400- 7.13.4

Leave of Absence without Pay

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

1. Policy Statement	This leave is applicable to all employees of the College.
2. Purpose for the Policy	The purpose of this policy is to clearly define the parameters of leave without pay.
3. Definitions	
4. <i>Statements of Elaboration of Policy.</i>	This policy revision is to reflect the correct language according to CMI's life insurance carrier's policy. When an employee is INACTIVE, the life insurance does not apply, all other benefits however, will continue. This error was discovered is now corrected to ensure no misleading. It will now read as follows: 7.13.4 As with other unpaid leaves, an employee is not entitled to holiday pay or to the accrual of vacation or sick day benefits while on a Leave Without Pay. Health insurance coverage will continue during the Leave Without Pay. Life insurance will be following the carrier's policy. Arrangements may be made with the Business Office to ensure continuity of the employee's share of benefit insurance premium payments.
i. Cross References to Related Policies	6.3.1 Group Term Life and Accidental Death and Dismemberment Insurance 7.8 Administrative Leave
5. Responsible Officer	Director Human Resources

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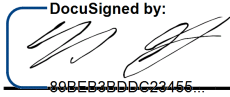
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6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

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Dr Elizabeth Switaj**March 18, 2024****Date**


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CMI POLICY NO. 400 - 9.1.5

Cessation of Employment Sufficient Notice

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

1. Policy Statement	College employees are entitled to receive a number of benefits in addition to their wage or salary as provided by contract, which together represent the employee's total compensation package. Benefits are not assignable or transferable.
2. Purpose for the Policy	The purpose of this policy is to clarify that resignation has to be voluntary and not forced upon by supervisors or other influences.
3. Definitions	
4. <i>Statements of Elaboration of Policy.</i>	The policy allowed for the supervisor, other than the employee to submit resignation. Such decision to separate from the College voluntarily should be that of only either the College or the employee; not of another supervisor or any other. This will close the window of possible misleading separation. This revision is intended to protect the employee and is now to be read as follows: <u>9.1.5 Sufficient Notice.</u> Employees who give insufficient notice may not be eligible for repatriation benefits and for re-employment. A notice of resignation must be confirmed in writing, by the Employee and a copy immediately forwarded to the Human Resources Director. It should include the last day of work, the effective date of the resignation and the reason for resignation. The President or Human Resources Director will accept the resignation in writing and provide details/conditions



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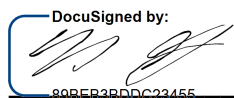
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	for release from the Employees' contract. Only the President can approve waive of the notice period
i. Cross References to Related Policies	
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

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March 18, 2024

Dr Elizabeth Switaj

Date


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CMI POLICY NO. 400 - 10.7.4

Internet Usage

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

1. Policy Statement	College employees are provided access to internet as part of their work duties. The use of internet is available under the conditions outlined in this section.
2. Purpose for the Policy	The purpose of this policy is to update according to more recent social media platforms and changes in IT, and to reference the new IT policy
3. Definitions	
4. Statements of Elaboration of Policy.	The policy update removes chat room as in today's work, chat is available on Asana, Google Hangout, and other platforms used mainly for work. Social Media and the use of personal social media is carefully guided with the risk of exposure to advance digital viruses and other instant liabilities the College exposes itself to. It will now read as follows: <i>10.7.4 <u>Internet.</u> The use of the Internet for CMI business purposes (including research and course development etc.) is a necessary benefit for employees. Personal use of the Internet should be kept to a minimum. Inappropriate use of the Internet is prohibited. Examples of such inappropriate use includes, but is not limited to, online shopping, viewing sexually explicit sites, or visiting other personal social media sites. Further policy and guidelines can be referred to IT Policy and Procedure 640.1.</i>
i. Cross References to Related Policies	IT Policy and Procedures 640.1
5. Responsible Officer	Director Human Resources

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6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

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March 18, 2024**Dr Elizabeth Switaj****Date**



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CMI POLICY NO. 400 - 10.8

Copyright Law

Status: Active
Effective Date: March 18, 2024
Approval Date: March 18, 2024

1. Policy Statement	<i>All Employees of the College are expected to respect the copyright associated with intellectual property which, except under specified circumstances, prohibits the duplication, public display, or performance of such property without permission of the owner of that copyright.</i>
2. Purpose for the Policy	The purpose of this policy is to define the parameters of copyright at CMI.
3. Definitions	
4. <i>Statements of Elaboration of Policy.</i>	The policy update removes the word LAW as in RMI there is no law established yet to this effect. We work under the general standards of ACCJC and universal expectations of copyright but not a domestic copyright LAW. This discovery was pointed out and now revised to read as such: 10.8 Copyright <i>10.8.1 <u>General.</u> All Employees of the College are expected to respect the copyright associated with intellectual property which, except under specified circumstances, prohibits the duplication, public display, or performance of such property without permission of the owner of that copyright. Intellectual property includes visual images, software, and other creative expressions, whether fixed electronically or in "hard copy." The copyright guideline is a particularly important part of the legal framework governing an academic community.</i> <i>i. <u>Compliance.</u> College Employees are required to comply with all copyright guidelines and College policies and procedures governing the use of software</i>



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	<i>products. Unauthorized copying use or disposal or software shall be considered as a violation of College policy. Procedures to manage the use of the College's software resources shall be maintained by the Information Technology Department.</i>
ii. Cross References to Related Policies	
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	
8. Date of Initial Policy	2007
9. Date(s) of Any Revisions	

President's Signature

DocuSigned by:

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March 18, 2024

Dr Elizabeth Switaj

Date


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CMI POLICY NO. 400- 10.11

Consultancy Policy

Status: Active
 Effective Date: March 18, 2024
 Approval Date: March 18, 2024

1. Policy Statement	This Consultancy policy is intended to provide clarity in pursuing consultancy services external to an employee's primary contract with the College.
2. Purpose for the Policy	The College acknowledges it has the largest pool of intellectual and technical experts in the country and through consultancy it can take a leadership role in the dissemination of knowledge and expertise for the betterment of the nation. Furthermore, CMI acknowledges that consulting activities will require additional workload on an already demanding role as a full time employee, and attempts to strike the balance of the interest of the institution and the employee fairly, with clear guidelines and forms.
3. Definitions	
4. <i>Statements of Elaboration of Policy.</i>	Parameters and Limitations a. 2.5.1 College consulting agreements are to be brought to the attention of the Administrator and the HR Director at the initial stages of planning, and must be approved by the President. It must not conflict with the mission, values, or the core business of the college - teaching, research and service to the community. b. 4.2 Faculty and Administrative employees may work on College, Community or Private consultancies with the approval of their supervisor, Administrator and HR Director. Initial approval should come in the first stages of any application for a consultancy. An early dialog concerning the possible consultancy is necessary to ensure it does not conflict with the employee's normal



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duties and that the College is properly compensated for the use of CMI facilities, direct costs and appropriate indirect costs are recovered.

c. Consultancy Contract Procedures

9.1 Initial Screening - If an employee has been approached or is exploring to engage in a consultancy service outside of his/her primary contract with the College, a completed Consultancy Approval Form must be submitted to the HR Office for review. See form 10.11 (A) Consultancy Approval Form).

This two step process begins where the approval is initiated during the early phase of the project. The employee submits a filled Consultancy Approval Form for the supervisor, Administrator, and HR Director to ensure that there is no conflict in work load, schedule, or compliance at the early stage of exploring consultancy services. The Administrator will review and if determined acceptable, will recommend and seek the approval of the President.

9.2 President's Approval - Upon confirming that the consultancy contract is advancing into its final stages, the employee will complete the second page of the Consultancy Approval Form for the supervisor and the responsible Administrator's recommendation to the President for final approval. The employee will be responsible to ensure documentation is complete.

9.3 An external consultancy contract will be signed by the contractor and the College; where upon then HR will prepare an internal agreement with the employee, including tax provisions.

In the event a direct contract is in place between the contractor and the employee, the employee will be responsible to provide HR with a copy of the contract



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	to assess under the terms of the consultancy policy and the due to the College. In the event the employee fails to remit according to agreement, the College reserves the right to pursue payroll deduction with close consultation with the employee.
i. Cross References to Related Policies	
5. Responsible Officer	Director Human Resources
6. Key Offices to Contact Regarding the Policy and its Implementation	Human Resources Department
7. Links to Procedures or Forms	https://docs.google.com/document/d/1F8j0EOzN2cl-qLzCwkcxeDXjcvdHON63/edit
8. Date of Initial Policy	October 11th, 2015
9. Date(s) of Any Revisions	June 15 th 2016

President's Signature

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March 18, 2024

Dr Elizabeth Switaj

Date