

# Overview

This manual will help you find your way through human resources procedures and forms. Remember a few things about this manual. First, it contains mostly procedures and guidelines. It cannot address *all* the possible applications of, or exceptions to, the general policies and procedures at the college. For that reason, if you have questions about any policy or procedure beyond this handbook, address those questions to your supervisor or to the responsible office.

**Note: Specific COM-FSM HR policies quoted in this *Manual* are in italics.**

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**Please note that this *Manual* or other college documents cited within do not confer any contractual rights, either expressed or implied; nor does this Manual guarantee any fixed terms or conditions of your employment. The procedures, practices, policies and benefits described in this handbook may be modified or discontinued from time to time. We will inform you of any changes as they occur.**

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The table below shows the correlation between the 19 Manual chapters and those policies.

**Table 1.1. Existing COM-FSM Policies and Their Coverage by Chapter in the HR Manual**

<b>COM-FSM HR Policies</b>	<b>Chapters in HR Manual</b>
Board Policy No. 6001 Purpose and Scope	Chapter 1: Positions and Recruitment
Board Policy No. 6002 Academic Freedom	Chapter 16: Report Violation of Code of Ethics, Policies or Procedures
Board Policy No. 6003 Governance	Chapter 1: Positions and Recruitment
Board Policy No. 6004 Administration	Chapter 1: Positions and Recruitment
Board Policy No. 6005 Positions or Classes of Positions	Chapter 1: Positions and Recruitment
Board Policy No. 6006 Kinds of Positions and Appointments	Chapter 1: Positions and Recruitment
Board Policy No. 6007 Employment	Chapter 1: Positions and Recruitment
Board Policy No. 6008 Employment Contract	Chapter 1: Positions and Recruitment
Board Policy No. 6009 Compensation Policies	Chapter 7: Compensation Chapter 9: Reclassification and Other Changes to Existing Positions
Board Policy No. 6010 Leave Policies	Chapter 6: The Leave Program
Board Policy No. 6011 Optional Benefits	Chapter 2: Employee Benefits
Board Policy No. 6012 Social Security	Chapter 2: Employee Benefits
Board Policy No. 6013 Holidays	Chapter 2: Employee Benefits
Board Policy No. 6014 Institutional Benefits	Chapter 1: Positions and Recruitment

<b>COM-FSM HR Policies</b>	<b>Chapters in HR Manual</b>
Board Policy No. 6015 Professional Development	Chapter 4: Professional Development Program
Board Policy No. 6016 Incentive Program	Chapter 5: Employee Recognition
Board Policy No. 6017 Performance Evaluation	Chapter 8: Performance Evaluation
Board Policy No. 6018 Termination	Chapter 13: Termination and Disciplinary Action Chapter 18: Departure
Board Policy No. 6019 Employee Discipline and Protection	Chapter 15: Employee Discipline and Protection
Board Policy No. 6020 Sexual Harassment Policy	Chapter 15: Sexual Harassment
Board Policy No. 6021 Grievance Policy	Chapter 17: Grievance
Board Policy No. 6022 Employee Organization	Chapter 11: Employee Organization
Board Policy No. 6023 Outside Employment and Activities	Chapter 12: Outside Employment and Activities
Board Policy No. 6024 Nepotism	Chapter 1: Positions and Recruitment
Board Policy No. 6025 Classification Policy	Chapter 9: Reclassification and Other Changes to Existing Positions
Board Policy No. 6026 Faculty Workload Policy	Chapter 7: Compensation
Board Policy No. 6027 Tuition Waiver and Reduction	Chapter 2: Employee Benefits
Board Policy No. 6028 Extended Employee Benefits	Chapter 1: Positions and Recruitment
Board Policy No. 6029 Code of Ethics	Chapter 17: Report Violation of Code of Ethics, Policies or Procedures
Board Policy No. 6030 Emeritus Professor	Chapter 18: Departure
Board Policy No. 6031 Human Resources Records	Chapter 15: Termination and Employee Discipline
Board Policy No. 6032 CSAFWCP Policy	Chapter 1: Positions and Recruitment Chapter 16: Report Violation of Code of Ethics, Policies or Procedures
Board Policy No. 6009 Compensation	Chapter 10: Working Hours
Board Policy No. 6018 Termination	Chapter 18: Departure