

**MIDDLE TENNESSEE STATE UNIVERSITY**

**POLICIES AND PROCEDURES MANUAL**

**POLICY NO: IV:07:20**

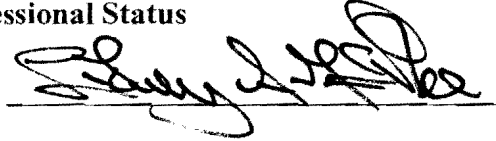
**DATE: January 25, 2011**

**SUPERSEDES POLICY NO: IV:07:20**

**DATED: August 20, 2003**

**SUBJECT: Salary Increase for Attaining Certified Professional Secretary Status or Certified Administrative Professional Status**

**APPROVED: Sidney A. McPhee, President**



Employees who work in a clerical-secretarial or clerical management non-exempt position who pass all parts of the Certified Professional Secretary Examination (CPS) or Certified Administrative Professional Examination (CAP) shall be granted a nine percent (9%) increase in salary following receipt of official notice of the certification by the Human Resource Services office. Exempt employees are not eligible for the increase.

Certification increases shall become effective with the next pay period after the employee's passing grades on all parts of the examination are certified by the Institute of Certifying Secretaries (International Association of Administrative Professionals Institute (IAAP)). The certification date is located in the upper left-hand corner of the Candidate Performance Report generated by IAAP. (It is not the date that the test is administered nor the date that the report from IAAP is received.) It is the employees' responsibility to provide the appropriate verification to the Human Resource Services office. Employees may contact the Human Resource Services office at 898-2929 with questions regarding eligibility for the increase.

This policy applies to employees who pass all parts of the CPS exam after the effective date of this policy which shall be July 1, 1991. An employee must pass either the full four-part CAP exam sponsored by the International Association of Administrative Professionals or the three-part CPS exam in order to receive the 9% increase, prospective as of June 27, 2007.

Revisions: December 18, 1998; August 20, 2003; January 25, 2011