

G U I D E L I N E S

UNIVERSITY OF TENNESSEE SYSTEM HUMAN RESOURCES POLICY

GUIDELINES NO.: HR0465

SUBJECT: Salary Increase for Passing the Certified

EFFECTIVE: 07/01/2013

Administrative Professional Examination

REVISION NO:

In compliance with state law, the university provides a one-time nine percent adjustment to base pay for eligible employees providing documentation of the certification of the Certified Administrative Professional (CAP) exam sponsored by the International Association of Administrative Professionals (IAAP) <http://community.iaap-hq.org/home> .

Additional certifications or re-certifications will not result in additional adjustments to base pay.

NOTE: Prior to November 2011, there was a Certified Professional Secretary (CPS) designation. However, after this time, all CPS designations were changed to the CAP.

Eligibility

Employees who perform clerical secretarial or clerical management duties or any employees performing closely related administrative support duties may be eligible to take this examination. Employees should contact their local human resources office to determine their eligibility before taking this examination

If there is any question regarding eligibility, the EEO Category assigned to the job title will determine the eligibility.

Examples of possible job titles that are generally eligible for this benefit are found in the job families listed below. However, not all jobs in these families are eligible for this benefit. This list is neither exhaustive nor all-inclusive and is only for illustrative purposes.

- Accounting and Financial
- Administrative Support
- Library
- Medical Administrative Support
- Student Services

Additional Assistance

Please check with your local human resources office for more information or assistance regarding the CAP examination.