

GUIDELINES

UNIVERSITY OF TENNESSEE SYSTEM HUMAN RESOURCES POLICY

GUIDELINES NO.: HR0465 **SUBJECT:** Salary Increase for Passing the Certified
EFFECTIVE: **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> .

Passing the CAP exam a second time or recertifying CAP credentials will not result in additional adjustments to base pay. Moving to an exempt role does not remove the 9% increase from an employee's 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

Regular non-exempt employees who perform clerical secretarial or clerical management duties or any employees performing closely related administrative support duties may be eligible for the one-time salary increase associated with passing the CAP examination administered by IAAP.

Eligibility for the increase associated with passing the exam is determined through an evaluation of the current position description on file by the campus HR Compensation office. Any denials by a campus HR Compensation office will be reviewed by the UT System Compensation office before the decision is communicated to the employee/department. Employees must hold a position performing these functions both at the time of the exam and the effective date of the salary increase.

Determination of eligibility to take the exam is determined by IAAP. Eligibility to take the exam does not determine eligibility for a CAP increase as defined by Tenn. Code Ann. §8-50-102. Employees should contact their local HR office to determine eligibility prior to taking the exam.

Additional Information

- The nine percent salary increase to base pay is effective the next pay period beginning after the employee's passing grades on all parts of the examination are certified by the IAAP. It is the employee's responsibility to provide their supervisor with the official notification from IAAP. Supervisors should initiate the pay increase in the human resources information system and attach applicable notification materials.
- The Career Development Fund may be available to assist with costs associated with the exam. More information about the Career Development Fund is available at <https://hr.tennessee.edu/eod/career-development-fund/>.
- Questions about the CAP exam should be asked of your campus HR Compensation office.