

System-wide Policy:	
HR0465 - Salary Increase for Passing Certified Administrative Professional Examination	
Version: 5	Effective Date: 10/23/2019

Objective:

To reward regular, staff non-exempt clerical secretarial or clerical management employees or any employees performing closely related administrative support duties who pass the Certified Administrative Professional Examination

Policy:

Any administrative assistants or administrative professionals or any employees performing closely related administrative support duties, who wish to take the Certified Administrative Professional (CAP) Examination administered by the International Association of the Administrative Professionals (IAAP) should contact their local human resources office for an evaluation of their current position description to determine their eligibility before taking this examination. If they are eligible and pass the CAP Examination, they are granted a one-time nine percent increase in base salary 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 the local human resources office with the official notification from IAAP immediately upon receipt to ensure timely processing of the salary increase.

Procedures:

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures>

FORMS:

- [HR0465-Additional-Information-CAP-Examination.pdf](#)

Responsible Official & Additional Contacts

Responsible Official and Contacts may have responsibilities that include monitoring compliance with the policy, accuracy of policy subject matter, organizing policy training, and updating the policy.

[Knoxville]

Subject Matter	Office Name	Telephone Number	Email/Web Address

System-wide Policy:	
HR0465 - Salary Increase for Passing Certified Administrative Professional Examination	
Version: 5	Effective Date: 10/23/2019

Policy Clarification and Interpretation	Human Resources	(865) 974-6642	hr@utk.edu https://hr.utk.edu
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[Chattanooga]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(423) 425-4221	gohar-sheikh@utc.edu https://www.utc.edu/finance-and-administration/human-resources

[Southern]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(931) 424-7379	jhlubb@utsouthern.edu

[Martin]

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(731) 881-7850	Mwashin24@tum.edu https://www.utm.edu/offices-and-services/human-resources/

[System Administration]

Subject Matter	Office Name	Telephone Number	Email/Web Address

System-wide Policy:	
HR0465 - Salary Increase for Passing Certified Administrative Professional Examination	
Version: 5	Effective Date: 10/23/2019

Policy Clarification and Interpretation	Human Resources	(865) 974-8170	sytemhr@tennessee.edu https://hr.tennessee.edu
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[UTHSC]

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(901) 448-5600	hr@uthsc.edu https://www.uthsc.edu/hr/

Policy History

Revision 4: 10/23/2019

Revision 3: 08/01/1993

Revision 2: 07/01/1988

Revision 1: 01/01/1979