

System-wide Policy:	
HR0465 - Salary Increase for Passing Certified Administrative Professional Examination	
Version: 4	Effective Date: 10/01/2017

HR0465 – Salary Increase for Passing Certified Administrative Professional Examination

Topics:

[Forms](#)

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:

Regular, non-exempt clerical secretarial or clerical management employees or any employees performing closely related administrative support duties, who take the Certified Administrative Professional (CAP) Examination administered by the International Association of the Administrative Professionals (IAAP) should contact their local human resources office 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 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:

Space Institute: <http://www.utsi.edu/index.php/utsi-procedures/>

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FORMS:

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