

PERSONNEL

Personnel

Certified Professional Secretary Exam (6.7)

PURPOSE

The purpose of this policy is to encourage high standards of professionalism, service and productivity among clerical and support staff.

POLICY

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. Exempt employees are not eligible for the increase.

PROCEDURE

The salary increase shall become effective with the next pay period beginning after the employee's passing grades on all parts of the examination are certified by the International Association of Administrative Professionals. The certification date is located in the upper left-hand corner of the Candidate Performance Report generated by the IAAP. (It is not the date that the test is administered nor the date that the report from IAAP is received). It is the employee's responsibility to provide the appropriate verification to the Human Resources/Personnel Office. Employees may contact the institution's Human Resources/Personnel Office with questions regarding eligibility for the increase.

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

REFERENCE

TBR Guidelines No. P-115

Supersedes “Certified Professional Secretary Exam” Policy No. 5:11 in the University Wide Policy Manual.