



Certified Administrative Professional Examination (6.7)

PURPOSE

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

POLICY

Please refer to TBR [Policy P-115](#) for the most recent information.

PROCEDURE

It is the employee's responsibility to provide the appropriate verification to the Office of Human Resources. Employees may contact the Office of Human Resources with questions regarding eligibility for the increase.

The policy applies to employees who pass the exam sponsored by the International Association of Administrative Professionals.

REFERENCE

TBR [Policy P-115](#)

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