

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: IV:07:20

DATE: August 20, 2003

SUPERSEDES POLICY NO: IV:07:20

DATED: December 17, 1998

SUBJECT: Salary Increase for Attaining Certified Professional Secretary Status

APPROVED: Sidney A. McPhee, President _____

Employees who work in a clerical-secretarial or clerical management non-exempt position who pass all parts of the Certified Professional Secretary Examination shall be granted a nine percent (9%) increase in salary following receipt of official notice of the certification by the Human Resource Services Office. Exempt employees are not eligible for the increase.

Certification increases shall become effective with the next pay period after the employee's passing grades on all parts of the examination are certified by the Institute of Certifying Secretaries (International Association of Administrative Professionals Institute (IAAP)). It is the employees' responsibility to provide the appropriate verification to the Human Resource Services Office.

This policy applies only to those certifications earned after July 1, 1991.