

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:032	Supersedes Policy Number: 5:032
Date: June 9, 2000	Dated: May 6, 1999
Subject: Certified Professional Secretary Examination	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: P-115
Approved: <p style="text-align: center;">President: Signature on File</p>	

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 upon successful completion of the Certified Professional Secretary (CPS) Examination. Exempt employees are not eligible for the increase.

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 Institute for Certifying Secretaries. The certification date is located in the upper left-hand corner of the Candidate Performance Report generated by the Professional Secretaries Institute (PSI). (It is not the date that the test is administered nor the date that the report from PSI is received.) 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.

Employees who enroll in any non-credit CPS preparation course are responsible for all costs associated with the course. The University will not pay for the enrollment fees, books, or other expenses associated with the course.

This policy applies to employees who pass all parts of the CPS exam after July 1, 1991.