

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

Policy Number: 5:048	Supersedes Policy Number: 5:048
Date: February 3, 2009	Dated: March 2, 2001
Subject: Salary Considerations for Staff Based Upon Continuing Education	Mandatory Review Date: February 3, 2014
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: P-115
Approved:	President: Signature on File

This policy pertains to non-faculty employees only, henceforth in this document referred to as "staff."

It is the policy of Austin Peay State University to encourage continuing education among its employees. In accordance with this policy, all regular staff of the University whose more recent performance evaluation was satisfactory are eligible for consideration for an increase in salary based upon completion of an educational degree.

During the Fall and Spring Semester of each academic year, the Office of Human Resources will request recommendations (with a submission deadline) from all departments for staff salary increases based upon this policy. Approved increases for recommendations received by the deadline established for the Fall Semester will be effective on the following January 1. Approved increases for recommendations received by the deadline established for the Spring Semester will be effective on July 1 of the next budget year. To be considered, the staff member must submit a written request to his/her supervisor indicating that he/she has completed the educational degree. The request must provide justification of how the accomplishment relates to his/her current job duties, the length of study required, and any special requirements associated with the accomplishment. A copy of the documentation verifying the accomplishment must also be submitted with the request. If the degree has not been completed when the request is submitted but will be completed prior to the effective date of the increase, the employee must submit verification of the degree directly to the Office of Human Resources upon completion. Increases will not be effective until verification is received. Requests submitted after the established effective dates will not be effective until the date for the following semi-annual period.

An education increase will not be awarded when an employee earns a second degree at the same level, i.e., two Masters Degrees. There is one exception to this rule. If an employee arrived at the University with a Masters Degree or has not been compensated with an increase for the Masters Degree, the employee will be eligible for an increase if he/she subsequently earns the EDS Degree.

The supervisor of the staff member will either concur or not concur and forward the request through the appropriate division head to the Office of Human Resources. Additional comments regarding how the training relates to current job duties and current job performance are appropriate at each level.

The amount of the increase for completion of a degree will be dependent on whether there is a direct job relationship to current duties. This relationship must be documented in the staff member's request and concurred with by the supervisor and division head. The following chart indicates the percentage increase that is to be awarded:

Degree	Directly Related	Unrelated
Associates	4.0%	2.0%
Bachelors	5.0%	3.0%
Masters/EDS	5.5%	3.5%
Doctorate	6.0%	4.0%

All degrees must be earned from institutions that are regionally accredited. Staff members are urged to check with the Office of Human Resources before undertaking a course of study.

This policy applies only to degrees earned after July 1, 2008, while serving as a regular non-faculty employee at Austin Peay State University.

Requirements for obtaining the salary adjustment associated with passing the Certified Professional Secretary Examination are contained in APSU Policy 5:032, Certified Professional Secretary Examination.