The University of Tennessee Health Science Center

The Certified Administrative Professional Examination

Section 400, Procedure #465
Effective: 03/10/2014
Revised: 03/03/2014

Objective:

State of Tennessee legislation and University policy provide for a nine percent salary increase for regular staff non-exempt employees who pass the Certified Administrative Professional (CAP) Examination.

Eligibility:

Regular staff non-exempt employees who hold secretarial titles in EEO Categories 41 and 42 are eligible for this benefit. The Human Resources Department maintains a listing of eligible titles.

Procedure:

Payment for the CPS examination fee may not be paid from University funds. Employees may submit an application for reimbursement of the exam fees from the Career Development Fund by contacting Human Resources.

The time off required to take the CAP examination will be charged to annual leave or leave without pay.

When the CAP examination is passed, the employee should submit to her/his supervisor a copy of the certification letter. The department is responsible for submitting this certification along with a PIF to Human Resources. The certification letter will become a part of the employee's official personnel record.

The effective date of the increase for staff paid on the bi-weekly payroll will be the first day of the bi-weekly payroll cycle following receipt of the certification in Human Resources. For staff paid on the monthly payroll the effective date will be the first day of the month following receipt of the certification notice in Human Resources.

New hires that already have passed the CAP are not eligible for the nine percent adjustment.