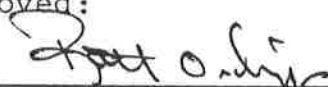


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:032	Supersedes Policy Number:
Date: November 3, 1986	Dated:
Subject: Salary Increase for Regular Non-Faculty Employees Upon Completion of Probationary Period	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

The purpose of this policy is to establish a University-wide procedure for providing a salary increase for regular nonfaculty employees successfully completing their probationary period of six (6) months.

The starting salary for such employees will be set at a probationary amount based on the level of the position. These employees shall be evaluated when employed for five consecutive months. A salary increase which is 2 percent below any yearly across-the-board raise will be given in the pay period following successful completion of the probationary period. If by an approved exception, an employee is hired at a salary above the probationary amount, the increase after 6 months will not be applicable.

Exceptions to the above must be approved by the Vice President for Finance and Administration.