


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:048	Supersedes Policy Number: 5:048
Date: September 1, 1998	Dated: August 20, 1991
Subject: Salary Considerations for Staff Based Upon Continuing Education	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: P-115
Approved:  President	

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 most recent performance evaluation was satisfactory are eligible for consideration for an increase in salary based upon completion of an educational achievement. This may consist of attainment of a degree or completion of requirements for a professional certificate. A professional certificate must be directly related to the job duties of the employee. It must also be obtained at the employee's own time and expense rather than funded by the University. A Certified Professional Accountant (CPA) and a Certified Payroll Professional (CPP) designation are examples of qualifying accomplishments while attendance at a seminar or a University-funded training session would not qualify.

Each year during the Spring Semester, the Office of Human Resources will request recommendations from all departments for staff salary increases based upon this policy. All increases will be effective on July 1. To be considered during the budget process, the staff member must submit a written request to his/her supervisor indicating that he/she has completed the educational achievement or will complete it prior to July 1. 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 achievement has not been completed when the request is submitted but will be completed prior to July 1, the employee must submit verification of the achievement directly to the Office of Human Resources upon completion. Increases will not be effective until verification is received. Requests submitted after the established receipt date or achievements completed after June 30 will not be considered until the following year.

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:

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

The amount awarded for a professional certificate (e.g., CPA, etc.) will be determined by the Office of Human Resources and will be consistent with other increases requiring similar time and effort to accomplish.

An exception to the percentages shown above will be honored for passing the Certified Professional Secretary Examination. Requirements for obtaining this salary adjustment are contained in APSU Policy 5:032, Certified Professional Secretary Examination.

This policy applies only to achievements earned after July 1, 1996, while serving as a regular non-faculty employee at Austin Peay State University.