


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:048	Supersedes Policy Number: 5:048
Date: August 20, 1991	Dated: January 17, 1990
Subject: Salary Considerations Based Upon Continuing Education	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: P-115
Approved:  President	

It is the policy of Austin Peay State University to encourage continuing education among its employees. In accordance with this policy, all regular employees 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, completion of requirements for a professional certificate, receipt of a professional license, or other similar accomplishments. To be eligible for a salary increase, the accomplishment must have some relationship to the current job duties of the employee.

In April of each year, the Payroll/Personnel Office will request recommendations from all departments for increases based upon this policy. All increases will be effective on July 1. To be considered during the budget process, the employee must submit a written request to his/her supervisor indicating that they have completed the educational achievement or will complete it prior to July 1. The request must provide justification of how the accomplishment relates to the employee's 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 Payroll/Personnel Office 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.

The supervisor of the employee will either concur or nonconcur and forward the request through the appropriate senior administrator to the Payroll/Personnel Office. Additional comments regarding how the training relates to current job duties and current manner of job performance of the employee are appropriate at each level.

Increases for similar job related accomplishments will be consistent within the university and may not exceed 5% nor be less than 3% of the employee's current salary. The Payroll/Personnel Office will monitor these requests and recommend the amount of increase to the Vice President for Finance and Administration who has final approval authority except in those instances where the proposed increase is outside the limits established herein or where the proposed increase causes the employee's salary to exceed the upper limit established for his or her position. These two exceptions will require approval of the President.

An exception to the percentages in the preceding paragraph 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 January 23, 1989.