

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:048	Supersedes Policy Number:
Date: January 23, 1989	Dated:
Subject: Salary Considerations Based Upon Continuing Education	
Initiating Authority: Vice President for Finance and Administration	SBR 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.

Upon completion of the achievement, the employee must submit a written request to his/her supervisor for consideration under this policy. The request must provide justification of how the accomplishment relates to the employee's current job duties, the length of the required study, and any special requirements associated with the accomplishment. A copy of documentation verifying the accomplishment must also be submitted with the request.

The supervisor of the employee will either concur or nonconcur and forward the request through the appropriate vice president 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.