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EAST TENNESSEE STATE  
UNIVERSITY

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## **Certified Administrative Professional (CAP) Examination**

# **Policy Name: Certified Administrative Professional (CAP) Examination**

## **Policy Purpose**

This policy specifies eligibility and guidelines for the Certified Administrative Professional (CAP) Examination and the resulting salary increase.

## **Applicability**

This policy is applicable to non-exempt regular employees in administrative support roles (EEO category 5).

## **Responsible Official, Office, and Interpretation**

The Assistant Vice President for Human Resources is responsible for the review and revision of this policy. For questions about this policy, please contact Human Resources. The Chief Operating Officer in consultation with the Office of University Counsel, has the final authority to interpret this policy.

## **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

### Eligible Position

Regular employees in a non-exempt administrative support role as defined by the EEO 5 definition: these jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings.

### Exempt Employee

Exempt employees are ineligible for overtime pay and compensatory time according to the Fair Labor Standards Act.

### Non-Exempt Employee

Non-exempt employees are eligible for overtime pay or compensatory time according to the Fair Labor Standards Act.

**Policy Effective Date: Insert • Policy Revised: Insert  
Procedures Effective Date: Insert • Procedures Revised: Insert**

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## Regular Employee

Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort). The Employee Classification policy provides information on types of regular employees.

**Policy Effective Date: Insert • Policy Revised: Insert**  
**Procedures Effective Date: Insert • Procedures Revised: Insert**

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## **Policy**

### **1. Eligibility and Salary Increase.**

Non-Exempt Employees working in an Eligible Position who pass the Certified Administrative Professional Examination (CAP) sponsored by the International Association of Administrative Professionals (IAAP) shall be granted a nine percent (9%) increase in salary. Exempt Employees are not eligible for the increase. Individuals who previously received the 9% increase for Certified Professional Secretary (CPS) exam are not eligible for a subsequent 9% increase for passing the Certified Administrative Professional exam.

### **2. Salary Increase Effective Date.**

The salary increase will be approved after the employee presents proof of a passing grade to the Office of Human Resources. The increase, if approved by the Office of Human Resources, will be reflected in the next available pay period after approval.

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## **Procedures**

N/A

## **Applicable Forms and Websites**

<https://www.iaap-hq.org>

## **Authority and Revisions**

**Authority:** TCA § 49-8-203, et seq.; TCA § 8-50-102

**Previous Policy:** PPP-41 Certified Administrative Professional (CAP) Examination

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

**Policy Effective Date:** Insert • **Policy Revised:** Insert  
**Procedures Effective Date:** Insert • **Procedures Revised:** Insert