



Approved by: Juan Williams, Commissioner	Policy Number: 12-018 (Rev. 07/01/2023)
Signature: 	Supersedes: 11-025; 88-030; 12-018
Application: Executive Branch Agencies, Human Resource Officers, Qualifying Employees	Effective Date: August 1, 2013
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-50-102	Rule: Chapter 1120-04

Certified Administrative Professional Examination and Eligibility for Automatic Salary Increase

Tenn. Code Ann. § 8-50-102 states: "Any administrative assistant or administrative professional or any employee performing closely related administrative support duties of the State who successfully passes the certified administrative professional examination sponsored by the International Association of Administrative Professionals shall be granted an automatic ten (10) percent salary increase under the state's basic compensation plan."

Any automatic pay increase pursuant to this section shall take effect the first day of the defined work week after the Department of Human Resources (Department) receives a copy of the certificate. The automatic pay increase provided for in this section shall not affect an employee's eligibility for any regular merit increase.

An employee, who is otherwise eligible for a salary increase under this provision, is permitted to receive only one salary increase for passage of any of these exams.

Most of the job classifications in the "Clerical, Administrative and Sub-professional Fiscal Branch" of the occupational compensation plan fit this definition and should, therefore, be covered by this required pay increase, absent limited circumstances. In all other situations where an employee's job classification is outside the "Clerical, Administrative and Sub-professional Fiscal Branch," the Department shall determine the eligibility based on the employee's assigned job duties and responsibilities. An employee's job classification that falls outside the "Clerical, Administrative and Sub-professional Fiscal Branch," which does not perform duties that are predominantly clerical-secretarial or clerical-managerial in nature should not, therefore, be eligible for the automatic salary increase, as determined by the Department.

Questions regarding this policy may be directed to the Agency Resource Center (ARC).