**RECOMMENDED ACTION** - Approval and action taken to recognize existing differential as guaranteed by the University upon passing the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) exam administered by the International Association of Administrative Professionals (IAAP).

The following recommendation forwarded to the Executive Committee of Staff Senate as moved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**WHEREAS,** on February 19, 1988, the Board of Regents approved Resolution Personnel No. 601-88 Certified Professional Secretary Recognition.

**WHEREAS,** said resolution (attached) 1) recognizes the attainment of the Certified Professional Secretary (CPS) rating, 2) encourages employees in office support positions (Job Family 1) to achieve CPS status, 3) states the University will increase the monthly salary for any clerical employee achieving and maintaining current CPS status in the amount of fifty ($50.00) per month, 4) states the University will pay one-half of the fees for the non-credit classes offered by the University that provides for the review required for the examination, and 5) states the University will reimburse the employee for the application processing and examination fees for the initial examination attempt.

**WHEREAS,** on October 3, 1997, the Director of Human Resources notified staff that the University Administration would no longer require CPS holders to recertify to continue to receive the $50.00 monthly stipend.

**WHEREAS**, an administrative decision on or about July 2006 determined differentials would be rolled into base salaries and not carried as supplemental pay.

**WHEREAS**, due to the budget cuts and lack of funding for raises since July 2008 paired with the establishment of new salary ranges, an inequity in the administration of the differential occurred so that base salaries for some non-CPS holders and CPS holders are now the same.

**WHEREAS**, the differential is not considered in the new base salaries of CPS holders who are transferred or promoted within Job Family 1.

**WHEREAS**, within the University’s Long Range Plan, under the section Valuing and Supporting People, Objective 4 states the following: “Ensure MSU sustains and improves the capabilities and competencies of its staff” by increasing the “Number of employee hours enrolled in professional development courses” and by promoting “a culture of learning for all employees within the University system through leadership and supporting employees in advancing their knowledge and job skills.”

**WHEREAS,** the Employee Handbook section 7.4.3 Training and Development Programs states “the University recognizes the attainment of the Certified Professional Secretary (CPS) rating by any full-time regular employee (as defined in Section 3.9.a) who is in a non-exempt, classified secretarial/clerical/office support position, as categorized by the University's classification index. In support of this recognized rating for professional secretaries, the University will (1) pay for the fees for the noncredit classes offered by the University that provide a review for the CPS examination; (2) reimburse the employee for the application processing and examination fees for the initial examination attempt; and (3) increase the salary by $50.00 per month for any clerical employee achieving CPS status. The University will not cover expenses for second or subsequent re-examination attempts, or for any other charges incurred by the employee.”

**WHEREAS,** Human Resources maintains resources are unavailable to accurately track personnel who have achieved the certification and associated increases in salary.

**WHEREAS**, as of November 1, 2011, the designation “CPS” has changed to Certified Administrative Professional (CAP) designation by the International Association of Administrative Professionals and is now recognized by the University as such.

**BE IT RESOLVED** that the University continue to recognize the CAP designation and encourage Job Family 1 non-exempt classified employees to actively seek CAP designation.

**BE IT FURTHER RESOLVED** that the University compensate CAP-designated Job Family 1 non-exempt classified employees in accordance with Resolution Personnel No. 601-88 Certified Professional Secretary Recognition so that $50.00 per month ($600.00 annual) be applied in addition to base salary.

**BE IT FURTHER RESOLVED** that the CPS Workgroup recommends the following:

1. Human Resources initiate a salary differential tracking system by first sending an email to all full-time classified Job Family 1 staff members, requesting that those who have obtained the CAP designation self-report their status.
2. The University restore the differential of $600 per year as an addition to base salary for CAP-holders and ensure that the differential is reported in an appropriate manner to afford transparency.
3. The University restore lost monies to CAP holders whose differential has been absorbed through transfer, promotion, or adjusted salary ranges and that the compensation take place effective January 1st, 2011.
4. The University require CAP holders who receive their rating after January 1st, 2012 recertify their status according to requirements set forth by the IAAP and the University will continue to recognize employees who received their rating on or prior to December 31st, 2011 as CPS/CAP rating holders and continue to provide the differential.
5. The University continue to provide courses offered through Human Resources to accommodate the requirements for CAP recertification.

# VOTE: AYE \_\_\_\_\_\_ NAY \_\_\_\_\_\_

**COMMENTS:**