Requesting Unit: Clerical Technical Service (CTS) Staff Council

Title of Request: Microsoft Office Suite Certification Continuing Education and Salary Variance

Brief Description:
There are two professional certifications that are currently accepted for salary variance, Certified Administrative Professional (CAP) and CAP with Organizational Management (CAP-OM). CAP awards the recipient with an annual increase of $1,200. Having the Organizational Management (OM) option is an additional $400. Therefore a CTS staff member can increase their salary by a total of $1,600 each year by possessing both certifications.

We would like to recommend MOS Certification be considered as another option for continuing education and salary variance. Following is an outline of a potential policy for implementing the inclusion of MOS certification for CTS staff:

1) A CTS staff member cannot receive salary variance to exceed $1,600. The CTS staff member must choose between CAP-OM and MOS or a combination of CAP and one MOS certification.

2) There are five MOS programs (Word, Excel, Access, PowerPoint, and Outlook) eligible for certification. Certification in four of the five applications is to be the basis for this policy.
   a. The selection of which four programs and order in which the tests are taken should be determined by the CTS staff member in consultation with his/her supervisor
   b. If the CTS staff member chooses to test for all five applications, he/she should understand that only four certifications will be considered for the salary variance.

3) With receipt of each MOS certification, the CTS staff member can expect a $400 per year increment as a variance to his/her salary ($0.192 per hour x 40 hours per week x 52 weeks). For part-time employees, the $400 salary variance will be pro-rated to the employee’s percent of full-time assignment. Total variance to salary may not exceed $1,600 a year (4 certifications x $400 per year).

4) To have the increment added to their salary, the CTS staff member must provide Human Resources with written communication that they have qualified for MOS certification. The increment then becomes effective the pay period following the submission of a copy of the MOS certificate to Human Resources. The submitted copy will be maintained in the employee’s personnel file.

5) The University will cover the cost of each test for an eligible staff member only once for each of the four MOS certification exams for which they sit. The funds should come from departmental operating budgets.

6) Salary variance afforded to MOS certificate holders will expire after five years. The date of MOS certification will set the date of expiration. Since an employee can submit up to four MOS certifications to receive the full amount of salary variance ($1,600), the expiration date will be set five years from the date of each submission.
Rationale:

Relationship to University Strategic Plan:

Priority III
   Objective I: Continue to recruit high quality faculty and staff to reflect our diverse student population while creating a responsive succession plan.
   Objective IV: Cultivate innovative strategies to recognize and reward faculty and staff for activities and services which enhance and expand the student experience.

Priority VI
   Objective I: Ensure that the University continues to implement rapidly changing academic and non-academic technologies to anticipate student and programmatic needs.

Budget Request: