

# University of Tennessee Extension Non-Exempt Career Development Program

(effective May 1, 2007)

*This University of Tennessee Extension Career Development Program is for non-exempt staff who have not yet completed the Certified Professional Secretary ( CPS ) certification.\**

## **Purpose:**

This program provides monetary reimbursement to encourage qualifying Extension non-exempt staff to participate in the process of attaining CPS certification. As stated in University Policy HR0465, "Regular, staff non-exempt employees who perform clerical-secretarial or clerical-management duties and who pass the Certified Professional Secretary Examination shall be granted a nine percent increase in salary effective the first day of the month following receipt of official notice of the certification by the campus human resources office."

## **Expense Reimbursement:**

Reimbursable expenses must be related to achieving the CPS. The UT Extension Career Development Program will provide up to \$800.00 ( prorated to percent of Extension effort ) support for an employee's participation in pre-approved programs. Reimbursement of the \$800.00 from UT Extension is a one-time opportunity but reimbursement can occur over a three year period of time. Program funds will not reimburse coursework covered by UT fee waiver benefits. Program funds will not be used to finance travel expenses, international events, memberships in any type of organization, or re-certifications. After completion of the CPS test, program funds will reimburse expenses of pre-approved applications of 1<sup>st</sup> sitting of test, classes / programs or study guides\*. Reimbursement will be via petty cash check and will follow all related policies. Items submitted through this reimbursement program are not to be submitted through the University of Tennessee Career Development program. However, if one program ( UT Career Development or UT Extension Non-Exempt Career Development program ) has denied an application, pre-approval through the other program may be submitted.

## **Other Guidelines:**

Non-Exempt staff, qualifying for the CPS status, must apply to the fund for assistance prior to participating in a program or purchasing study guides. Unfortunately, reimbursement cannot be made for expenses incurred prior to the establishment of this program. Funds will be distributed on a first-come, first-served basis, as long as funding is available.

## **Qualifications:**

Required qualifications vary with educational attainment and experience. Minimum qualifications are as follows:

Bachelor's degree	2 years of administrative experience
Associate degree	3 years of administrative experience
No college degree	4 years of administrative experience.

Attainment of a college degree must be supported with official transcripts submitted with the application. Administrative experience qualifies if it :

- includes at least 2 months of continuous employment
- was accrued within the past 15 years
- includes a minimum of 12 months of continuous employment with UT Extension during the past 5 years
- is part-time experience of at least 20 hours per week (prorated to percent full-time)

\* Study guides ( books and / or cds ) must be turned in to the Dean's office after use. Applications for study guides may be denied if those identical study guides are available for disbursement ( from the Dean's office ) instead of reimbursement.

# University of Tennessee Extension Non-Exempt Career Development Program Guidelines

## **Application:**

The application must be approved by the Extension Non-Exempt Career Development Program Committee in advance of participating in the class / program or purchase of study guides. Committee members consist of Administrative Coordinator, Administrative Specialist, Assistant to Dean, Budget Director, and Dean. Applicant should provide the completed application at least three weeks before the program / class or purchase of study guides\*. Items submitted through this reimbursement program are not to be submitted through the University of Tennessee Career Development program. However, if one program ( UT Career Development or UT Extension Non-Exempt Career Development program ) has denied an application, pre-approval through the other program may be submitted.

Complete Application for prior approval.

Attach with any published material that provides a description of the class / program or study materials.

Submit Application.

All applications require county director / regional director or department head / and dean approval.

Application Approval / Denial.

The employee's department head or regional director / administrative supervisor will be informed of the approval status of requests and should relay this information to the employee.

\* Study guides ( books and / or cds ) must be turned in to the Dean's office after use. Applications for study guides may be denied if those identical study guides are available for disbursement ( from the Dean's office ) instead of reimbursement

## **Extension CPS Reimbursement Request:**

All reimbursement requests must be received in the Extension Dean's office within 60 days after completing the CPS test. All reimbursement requests will be reviewed by the Extension Non-Exempt Career Development Program Committee. Reimbursement requests must include evidence of payment for participation in the class / program or purchase of study guides. All receipts must show attendee's name and / or product purchased, date paid, amount paid, and name of provider.

### **Complete Extension CPS Reimbursement Request.**

Attach all receipts with brief description of the class / program or study materials. Study guides ( books and /or cds ) should be turned in with this request to the Dean's office in order for disbursement to other employees. This request requires regional director or department head / administrative supervisor approval.

### **Complete the Petty Cash Reimbursement Request ( T- 44).**

This request requires dean's office approval.

### **Submit both Extension CPS Reimbursement Request and T- 44.**

Forward these requests with attached receipts to regional director or department head / administrative supervisor for approval.

### **Reimbursement Requests Denial and / or Payment.**

The employee's department head or regional director / administrative supervisor will be informed of any denied requests and should relay this information to the employee. Payment will be processed by dean's office through IRIS and mailed to address listed on the T- 44. Petty Cash fiscal policy must be followed.