

**GENERAL ASSEMBLY OF NORTH CAROLINA**

**SESSION 1989**

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HOUSE BILL 738

Short Title: Adjust Professional Secretary Pay.

(Public)

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Sponsors: Representative Payne.

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Referred to: Public Employees.

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March 20, 1989

A BILL TO BE ENTITLED

1 AN ACT TO AUTHORIZE STATE AGENCIES TO USE AVAILABLE AGENCY  
2 FUNDS TO RECOGNIZE SECRETARIES AND CLERICAL STAFF WHO  
3 OBTAIN CERTIFICATION AS A PROFESSIONAL SECRETARY (CPS) WITH  
4 A ONE-STEP SALARY ADJUSTMENT WITHIN THAT EMPLOYEE'S PAY  
5 GRADE.  
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7 Whereas, to become a certified professional secretary (CPS) requires passing  
8 a two-day examination; and

9 Whereas, in order to be eligible to take the CPS examination, an individual  
10 must have from two to six years secretarial experience, depending upon the level of  
11 education past high school attained by that individual; and

12 Whereas, a pay incentive for achieving the CPS rating is an effective way for  
13 the State to recruit, retain, and motivate qualified secretaries; Now, therefore,  
14 The General Assembly of North Carolina enacts:

15 Section 1. All State agencies may use available funds for the 1989-90 fiscal  
16 year to provide secretaries and clerical staff who obtain or who have obtained  
17 certification as a professional secretary (CPS) with a one-step salary increase within  
18 each employee's current pay grade.

19 Sec. 2. This act shall become effective July 1, 1989.