



Career Employee Program

The Career Employee Program for non-exempt employees of the University of Tennessee Libraries offers a process for recognizing and rewarding career staff for their continuing commitment to the Libraries and the University. The Career Employee Program was designed by the UT Libraries Compensation Taskforce, formed in December 1995 with the charge of investigating ways to provide additional compensation for non-exempt staff. A two-year pilot program ran from July 1999 to June 2001—with selection of four pilot participants in June of 1999 and acknowledgement of the first successful CEP graduate at the Libraries' staff awards ceremony in May of 2001.

Permanent full-time staff who have a minimum of three years of library experience are eligible to participate in the program. There are a maximum of four participants chosen every two years. A Review Board composed of faculty and non-exempt employees is responsible for the selection of non-exempt participants. The Board also provides assistance to selected employees and verifies program completion. There are formal application and selection procedures. Participants are expected to achieve five competencies within two years of starting the program. Non-exempt staff who complete the formal program receive a salary increase of no less than \$2000 added to the base salary. The result is a more flexible, better-educated workforce whose knowledge and skills enable them to support the Libraries' and the University's goals and strategies.

The program was designed in collaboration with the University's Office of Human Resources and has the support of the Provost.

More information is available on the Library Administration webpage at: www.lib.utk.edu/admin/.