

Alabama Association of
Public Personnel Administrators

POLICY MANUAL

Submitted By:
Government & Economic Development Institute
213 Extension Hall
Auburn, AL 36849

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February, 2016

**CREATING INNOVATION AND
EXCELLENCE** IN PUBLIC SERVICE



GOVERNMENT & ECONOMIC
DEVELOPMENT INSTITUTE

***Alabama Association of Public
Personnel Administrators***

Policy Manual

**Government & Economic Development Institute, Auburn University
www.aappa-hr.org**

**Effective:
February 9, 2016**

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Alabama Chapter IPMA - HR

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**Articles of Incorporation, Bylaws, Duties of Board and Officers,
Committees and Sub-Committees**

0100 - 0199

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Articles of Incorporation - Bylaws

Policy Number: 0100

Supersedes:

Page 1 of 2

Approval Date: July 21, 2006 or earlier

Effective Date: July 20, 2007

Policy:

The name of the corporation is Alabama Association of Public Personnel Administrators Alabama Chapter IPMA - HR (*July 21, 2006*). The geographic area covered by this chapter shall be the State of Alabama. This chapter is not organized for profit and the purposes for which the chapter is organized and the objectives shall be as follows:

1. To provide a forum for persons engaged in public personnel administration to discuss their current problems and to provide a medium for their mutual self-improvement;
2. To implement the objectives and program of the International Personnel Management Association - HR within the chapter area;
3. To explain and interpret the objectives and methods of personnel administration to the general public, civic groups, government officials and employees; and
4. To encourage and facilitate cooperative action among public jurisdictions and private employers within the chapter area on personnel problems of mutual concern. (*July 11, 1995*)
5. To endeavor to further the chapter's purposes by joint efforts with the Alabama League of Municipalities, the Association of County Commissions of Alabama, the Government and Economic Development Institute at Auburn University and all other organizations, agencies and associations having purposes similar to the chapter's. (*March 2, 1990*)

The chapter shall be a membership chapter. Membership in the chapter shall be open to any person within the chapter area who is a member of the IPMA-HR. Chapter membership, with no IPMA-HR privileges, also shall be available to any person who is not a member of IPMA-HR but who is in support of the objectives and programs of this chapter and of the IPMA-HR.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Regulation of Internal Affairs

Policy Number: 0101

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

Provisions for the regulation of the internal affairs of the corporation are:

1. All members of the chapter shall have a voice in the affairs of the chapter. On matters calling for a decision by the chapter membership, voting shall be by voice or by ballot as the members may determine. *(November 30, 2012)* Members shall be selected, removed and have such rights as set forth in the corporation's Bylaws.
2. It shall not be necessary to amend the Articles of Incorporation in order to change the number of directors of this corporation, and any such changes may be made by amendment to the Bylaws.
3. Amendments to the Bylaws shall be by vote of the membership. *(November 30, 2012)*
4. Directors of the corporation shall be natural persons who are elected by the corporation's members pursuant to the Bylaws.
5. The Articles may only be amended by the Board of Directors with the approval of two-thirds of the votes of members entitled to be cast at a duly constituted meeting of the members.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Dues

Policy Number: 0102

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

- The annual dues for chapter membership shall be established by the Board of Directors of the chapter. *(July 11, 1995)*
- For new members, joining after July 31, dues are payable by January 1 of the following year. *(November 30, 2012)*
- For members, dues are payable on January 1 and are delinquent after July 31 of that year. *(November 30, 2012)*
- Dues should be paid by July 31 of each year. *(January 30, 2004)*
- Dues shall not be prorated.
- When any member shall be in default in payment of dues for a period of thirty (30) days from the due date, his or her membership may thereupon be terminated immediately by the Board of Directors on account of his or her failure to timely pay such dues.
- A copy of the association membership form can be found at Policy 0103.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Membership Application

Policy Number: 0103

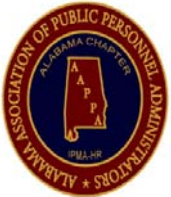
Supersedes:

Page 1 of 2

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:



**ALABAMA ASSOCIATION OF PUBLIC PERSONNEL ADMINISTRATORS
MEMBERSHIP APPLICATION**

P O Box 348
Montgomery, AL 36101-0348

MEMBERSHIP DUES: \$100.00 per jurisdiction (one member)
\$ 25.00 for each additional member

Make check made payable to AAPPA and mail to:

INVOICE

Charlie M. Lassiter, Treasurer
AAPPA
P O Box 348
Montgomery, AL 36101-0348

TOTAL AMOUNT DUE AAPPA:



twoinvstrs@aol.com

Print or type information as you would like it to appear in the Directory (*this is a fill-in form*):

1ST PERSON

Name:	
Position/Title:	
Employer:	
Address & Telephone #:	
City, State, Zip Code:	
E-mail Address:	

2ND PERSON

Name:		
Position/Title		
Employer:		
Address & Telephone #:		
City, State, Zip Code:		
E-mail Address:		

3RD PERSON

Name:		
Position/Title		
Employer:		
Address & Telephone #:		
City, State, Zip Code:		
E-mail Address:		

4TH PERSON

Name:		
Position/Title		
Employer:		
Address & Telephone #:		
City, State, Zip Code:		
E-mail Address:		

Use additional form if necessary

CHECK BELOW THE APPROPRIATE CATEGORY CONCERNING MEMBERSHIP, ENTER 1ST, 2ND, OR 3RD IN BOX:

New Member Renewal

Please answer the questions below according to your status:	Yes	No
Are you a current Individual Member of IPMA-HR?		
Are you a current Agency Member of IPMA-HR?		
Are you Certified by the AAPPA as a Specialist or Professional?		
Are you IPMA-HR certified?		

If the answer is yes to the last question above, please list Certification:

NOTE: DUES ARE PAYABLE BY JANUARY 1 AND DELINQUENT AFTER JULY 31 (Nov. 30, 2012)

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Board of Directors / Chapter Officers

Policy Number: 0104

Supersedes:

Page 1 of 2

Approval Date: October 23, 2015 or earlier

Effective Date: October 23, 2015

Policy:

1. The Officers of this chapter shall consist of a President, a Vice President, a Past President, a Secretary, a Treasurer, a Public Relations Officer, and a Member-At-Large. (*October 23, 2015*)
2. The management of the chapter's affairs and the development and guidance of its program or activities shall be the responsibility of the Board of Directors or the Chapter. The Board shall have five (*November 30, 2012*) members, consisting of the five chapter officers. The chapter officers shall hold office until the second annual meeting following their election or until their successors have been elected and installed.
3. At least thirty days prior to the expiration of the terms of the officers and other members of the Board, the President shall appoint a nominating committee of their members. This committee shall present to the membership its nomination of the chapter officers and Board members. The report of the nominating committee shall be voted on by the chapter membership at the annual election and at that time additional nominations may be submitted from the floor.
4. All members of the chapter shall have a voice in the affairs of the chapter. On matters calling for a decision by the chapter membership, voting shall be by voice or by ballot as the members may describe.
5. The Board of Directors shall meet at the call of the President, such meetings to be held at least annually. Board meetings shall be for the purpose of reviewing the activities of the chapter, developing plans for future activities and for considering other matters brought to the attention of the Board, of the chapter officers, or by the chapter membership.
6. Except as specified in Policy Number 0105, paragraph 3, regarding a vacancy in the office of president (*November 30, 2012*), if any of the chapter officers should resign or be unable to discharge the duties of their office and if the unexpired portion of the term is 90 days or more, the Board of Directors shall call a special election. If the unexpired portion of the term is less than 90 days, the Board of Directors shall designate one of the Board members to discharge the duties of the office until the next regular election is held.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Powers of the Board of Directors / Officers Policy Number: 0105

Supersedes: Page 1 of 3

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

1. **Past President** (*July 11, 1995*) – It shall be the responsibility of the Past-President to provide support and guidance to the Board of Directors regarding pending issues and to serve as a source of information regarding past actions and deliberations. The Past-President will also serve as the chairperson of the awards nomination committee. (*November 30, 2012*)
2. **President** - It shall be the duty of the President to provide the general management of the corporation's business. The President, subject to the approval of the Board of Directors, shall appoint and remove, employ and discharge, and fix the compensation of all agents and employees of this corporation other than officers elected by the Board of Directors. The President shall see that the books, reports, statements, and certificates required by law and policy are properly kept, made and filed (e.g. minutes, treasurer's reports, committee reports, and Form 990-N Return of Organization Exempt from Income Tax) (*November 30, 2012*). He or she shall submit an annual report of the operations of this corporation to the Board of Directors at its first annual meeting following the close of the corporation's fiscal year, or at a special meeting called for that purpose, and from time to time he or she shall report to the Board of Directors all matters within his or her knowledge which the interests of this corporation may require to be brought to the Board of Director's attention. In general, he or she shall perform all duties normally incident to his or her office. The President shall preside at all meetings of the chapter and the Board of Directors. The President shall appoint the nominating committee, together with such other committees as the Board may deem necessary or appropriate for carrying on the activities of the chapter.

3. **Vice President**, (*July 24, 1998*) - The Vice President (*November 30, 2012*) of this corporation shall generally assist the President and shall perform such duties as may be assigned to him or her by the Board of Directors. Included in such duties is assistance in developing and conducting the program for the annual meeting of the members, with the assistance of the Alabama League of Municipalities, the Government and Economic Development Institute at Auburn University and the Association of County Commissions of Alabama. In the event of the death, resignation, absence or inability to act of the President, he or she shall assume and discharge pro tempore the powers and duties of the President of the corporation. The Vice President serves a two-year term as Vice President and a two-year term as President. (*July 24, 1998*)
4. **Secretary** - The secretary shall keep the minutes of all meetings of the Board of Directors. He or she shall have charge of the corporation's books and records. He or she shall keep in safe custody the seal of this corporation and, when authorized by the Board of Directors, shall affix the seal to any instrument requiring the same. In general, he or she shall perform all the duties normally incident to his office. The Secretary shall be responsible for keeping the membership records of the chapter, for notifying members of chapter meetings, and for submitting an annual report of the chapter's activities to the IPMA - HR containing a summary of chapter activities, new officers and a financial report.
5. **Treasurer** - The Treasurer shall have the care and custody of and be responsible for all the funds, securities, evidences of indebtedness and other valuable documents of the corporation, and deposit all such funds in the name of the corporation in such banks, or trust companies, or other depositories, or in such safe deposit vaults as the Board of Directors may designate. The Treasurer and/or such other persons as the Board of Directors may designate, shall sign, make and endorse in the name of the corporation all checks, notes, drafts, bills of exchange, acceptances and other instruments for the payment of money, and pay out and dispose of the same and receipt therefore, under the direction of the President or the Board of Directors. The Treasurer shall render a statement of the condition of the finances of the corporation at each annual meeting of the Board of Director, and at other times as shall be required of him or her. The Treasurer shall keep at the office of the corporation full and accurate books of account of all its business and transactions and such other books of account as the Board of Directors may require, and shall exhibit the same to any member upon application therefore. In general, he or she shall perform all the duties normally incident to this office. If requested, he or she shall give the corporation a bond for the faithful discharge of his or her duties in such amount and with such surety as the Board of Directors shall prescribe.

6. **Public Relations Officer** – The Public Relations Office shall work with the Board of Directors and perform such duties as may be assigned to him or her with respect to branding, outreach, and communication with the membership through official publications and social media initiatives.
7. **Member-At-Large** – The Member-At-Large participates in deliberations of the Board and performs such duties as may be assigned to him or her by the Board of Directors.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Chapter Meetings

Policy Number: 0106

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

1. Four (4) regular meetings of the chapter shall be held annually. The President sets the time and place of chapter meetings, and the Secretary shall notify the membership. At any routine meeting of the Board of Directors held during the course of the year, other than the Annual Business Meeting, a quorum shall consist of three (3) board members. *(November 30, 2012)*
2. At any Annual Business Meeting held for the purpose of transacting chapter business, a quorum shall consist of at least ten (10) members of the chapter.
3. Except as herein provided, "Roberts' Rules of Order" shall govern the proceedings of the chapter.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Amendments to Bylaws

Policy Number: 0107

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

1. Proposed amendments to the bylaws may be initiated by action of the Board of directors or upon written petition signed by at least ten (10) members of the chapter. Amendments initiated by petition shall be addressed to the President for submission to the chapter membership.
2. Before any amendments to the bylaws are formally presented to the chapter membership for consideration, the Secretary shall submit the proposed amendment or amendments to the Secretariat of the IPMA - HR with a request that the proposed bylaw change(s) be reviewed for conformity with policies of the IPMA-HR as established by the Executive Council. No action on these proposed amendments will be taken until a response to a request for review has been received by the chapter.
3. Any amendments to the bylaws deemed by the Executive Council to be in conflict with the objectives or policies of the IPMA - HR shall be referred back to the chapter membership.
4. Proposed amendments shall be transmitted by the Secretary to the members in writing at least thirty days in advance of the date on which they are to be voted on by the members. In the case of proposed amendments initiated by petition, the text of the amendment may be accompanied by the recommendation of the Board of Directors. *(November 30, 2012)*

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Chapter Liabilities

Policy Number: 0108

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

The IPMA - HR is not responsible for any liabilities this chapter might incur. However, IPMA-HR maintains an errors and omissions liability insurance policy providing coverage to IPMA-HR Chapter Board Members. *(November 30, 2012)*

INDEMNITY. Any person or any person's personal representative who is made a party to any action, suit or proceeding by reason of the fact that such person is or was a member, director, officer, employee or agent of this corporation or of any corporation with which he or she served as such at the request of this corporation shall be indemnified by this corporation against the reasonable expenses, including attorneys' fees, actually and necessarily incurred by him or her in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which shall be adjudged in such action, suit or proceeding that such officer, director, employee or agent is liable for gross negligence or willful misconduct in the performance of his duties. The corporation may also reimburse any member, director, officer, employee or agent the reasonable cost of settlement of any such action, suit or proceeding if it be found by a majority of all of the then Directors to be to the best interest of the corporation that such settlement be made, and that such officer, member, director, employee or agent was not guilty of gross negligence or willful misconduct. *(November 30, 2012)*

The foregoing right of indemnification shall not be deemed exclusive of any other rights to which any officer, member, director, employee or agent may be entitled apart from the provisions of this section. *(November 30, 2012)*

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: IPMA-HR Requirements

Policy Number: 0109

Supersedes: Chapter Rebates

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

IPMA-HR requires that the following items be met by each chapter. *(November 30, 2012)*

1. Chapters must conduct four (4) regularly scheduled meetings per year. The chapter should submit an annual written report summarizing the discussions, the chapter meetings, and outlining the activities of the chapter during the year.
2. Before any amendments to the chapter bylaws are formally presented to the chapter membership for consideration, the chapter secretary must submit the proposed amendment(s) to the Association headquarters with a request that the proposed bylaws change(s) be reviewed for conformity with the policies of IPMA - HR as established by the Executive Council. The Association shall respond within 30 days upon receipt of the proposed amendment(s) to the chapter with a statement regarding whether the proposed bylaws change(s) are in conformity with the policies of the Association.
3. The chapter's annual report must include a list of all chapter members and their complete addresses.
4. The chapter must identify, on its stationery and other communication, that it is part of the IPMA - HR.
5. The President and Vice President of the chapter must be voting members of IPMA-HR. Therefore, as a prerequisite to accepting nomination to these offices, nominees should be voting members of IPMA-HR. *(November 30, 2012)*
6. The chapter must have at least ten members.
7. The chapter report must be submitted to IPMA - HR headquarters no later than May 1 or October 1 following the completion of the chapter's year.
8. The chapter must remit a \$25.00 fee per chapter member that is not also a member of IPMA-HR. The fee does not apply to retirees of the AAPP. *(November 30, 2012)*

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Southern Regional IPMA-HR Attendance Policy Number: 0110

Supersedes: Page 1 of 1

Approval Date: July 16, 1996

Effective Date: July 20, 2007

Policy:

The Chapter President should attend the Southern Regional IPMA meeting yearly. Travel, lodging, per diem, meals and registration will be paid by the association. If the president is unable to attend, the president-elect or a designated officer should attend.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: IPMA-HR Leadership Conference Policy Number: 0110b

Supersedes: Page 1 of 1

Approval Date: February 12, 2016

Effective Date: February 12, 2016

Policy:

The Chapter President and President Elect should attend the IPMA-HR Leadership Conference annually. Travel, lodging, per diem, meals and registration will be paid by the association. If the president or the president-elect are either one unable to attend, the Executive Committee may appoint someone to attend in place of the one who can't attend.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Education Committee

Policy Number: 0111

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

The Education Committee will be responsible for determining guidelines and requirements for certification in AAPPA, and future training courses.

Members of the committee will include the current officers who hold the designation of Alabama Certified Public Personnel Professional/Specialist, a representative from Government and Economic Development Institute at Auburn University, and the number of Alabama Certified Public Personnel Professional/Specialists, appointed by the President, required to create a committee of nine (9) members. *(November 30, 2012)*

Members who serve on the Education Committee must be certified with the AAPPA designation, with the exception of the Government and Economic Development Institute representative, and must be dues paying members. Education Committee members who miss two consecutive meetings without cause may be replaced at the discretion of the Executive Board. *(July 18, 2008)*

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Scholarship Committee

Policy Number: 0112

Supersedes:

Page 1 of 1

Approval Date: August 2009 or earlier

Effective Date: August 2009

Policy:

1. A scholarship committee will be established to set up guidelines for scholarships. *(July 11, 1995)*
2. Establish a Scholarship in the name of Margaret Casey. *(July 12, 2001)*
3. There will be one candidate per year who will receive a total of \$500 per candidate toward all fees associated with the education courses toward certification. Once certification is complete the funds are depleted. *(August 2009)*
4. Each candidate must be enrolled in the education program with at least 24 hours completed.
5. The candidate must be a member of the Association.
6. The candidate must be recommended by their city/county/agency.
7. Applications must be received by the established deadline date.
8. Final decision will be made by the Executive Committee.
9. Scholarship will be awarded at the Annual Meeting.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Door Prize Committee

Policy Number: 0113

Supersedes:

Page 1 of 1

Approval Date: October 11, 2002

Effective Date: July 20, 2007

Policy:

The Door Prize Committee will be responsible for the door prizes to be given away at each conference. The Committee should have at least three members.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Local Arrangements Committee

Policy Number: 0114

Supersedes:

Page 1 of 1

Approval Date: October 11, 2002

Effective Date: July 20, 2007

Policy:

This Committee will be responsible for working with the hotel, making decisions on the food, goodies and bag stuffers for each conference. The Committee should consist of at least three members from the area nearest the conference location.

The hotel room expenses will be paid each year by the Association for the members of the Local Arrangements Committee.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Conference Exhibitor/Vendor Committee Policy Number: 0115

Supersedes: Page 1 of 1

Approval Date: January 30, 2004

Effective Date: July 20, 2007

Policy:

The Conference Exhibitor/Vendor Committee will be responsible for working on recruiting exhibitors/vendors for the yearly conference. The committee should consist of at least three members.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Information Committee

Policy Number: 0116

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

The Information Committee serves to facilitate an exchange of information in regard to current events, best practices, program announcements, and other communications in support of the association. The chairperson of the Information Committee will maintain and manage a Listserv to support the work of the Information Committee.

Eligibility, Application Process for Candidacy to Program

0200-0299

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Admission to Candidacy

Policy Number: 0200

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012

Effective Date: November 30, 2012

Policy:

Application for admission to candidacy for either the Certified Human Resources Professional or the Certified Human Resources Specialist Specialist designation shall be evaluated by the Alabama Association of Public Personnel Administrator's Education Committee for compliance with established standards.

The following should be included with every application to candidacy:

- [1] your official job description, [2] the organizational chart for your department and for the city/county/municipality in which you are employed, and [3] a notation of staff, positions, and functions for which you are directly responsible.
- On a separate sheet(s) of paper, provide a description of your job duties, specifying your responsibilities in each of the following areas (as applicable): [1] Recruitment and Selection; [2] Performance Appraisal; [3] Job Classification/Staffing/Evaluation; [4] Payroll; [5] Training and Development; [6] Management and Supervision; [7] Employee/ Employer Relations; [8] Other Personnel Activities.
- Sign and date the form and have your supervisor sign and date the form.

A copy of the *Application to Candidacy Form* is located at Policy 0205.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certified Human Resources Professional Policy Number: 0201

Supersedes: Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

Experience Requirements:

A minimum of two years of professional level administrative, managerial, or professional experience in various phases of personnel administration in an Alabama governmental agency is required before a person can become a *Certified Human Resource Professional (March 7, 2007)*. Two years of experience in public personnel administration in another state may be included in lieu of two years of public personnel experience in Alabama. Experience in another state will be considered on a case-by-case basis.

Education Requirements:

A minimum of 90 course work hours to include the following:

- Required courses; *Overview of Alabama Public Personnel Administration, Federal and State Laws in Human Resources, and FLSA, FMLA, USERRA and Other DOL Laws.*
- Other Course Requirements; Minimum of 12 course work hours from Group 2: Human Resource Professional Track, Minimum of 12 course work hours from Group 3: Human Resource Management Track, Minimum of 6 course work hours from Group 4: Selected issues, and a Minimum of 30 elective course work hours from Group 2, 3, or 4.

Certification Designation:

Upon certification, the Certified Human Resources Professional may use the designation "AAPPA – CP" for professional purposes as long as certification is maintained. *(November 30, 2012)*

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certified Human Resources Specialist

Policy Number: 0202

Supersedes:

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Effective Date: November 30, 2012

Policy:

Experience Requirements:

A minimum of two years of experience providing administrative support services in various phases of public personnel administration in an Alabama governmental agency is required before a person can become a *Certified Human Resource Specialist (March 7, 2007)*. Two years of experience in public personnel administration in another state may be included in lieu of two years of public personnel experience in Alabama. Experience from another state will be considered on a case-by-case basis.

Education Requirements:

A minimum of 86 course work hours to include the following:

- Required courses; *Overview of Alabama Public Personnel Administration, Federal and State Laws in Human Resources.*
- Other Course Requirements; Minimum of 18 course work hours from Group 2: Human Resource Administration Track or Group 3: Human Resource Management Track, Minimum of 6 course work hours from Group 4: Selected Issues, and a Minimum of 30 elective course work hours from Group 1, 2, 3, or 4.

Certification Designation:

Upon certification, the Certified Human Resources Specialist may use the designation "AAPPA – CS" for professional purposes as long as certification is maintained. *(November 30, 2012)*

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certificate in Human Resource Administration Policy Number: 0203

Supersedes: Page 1 of 1

Approval Date: March 7, 2007 or earlier

Effective Date: July 20, 2007

Policy:

1. Individuals enrolled in the education program provided through the AAPPAA, elected officials interested in public personnel administration and personnel board members may apply to earn a certificate in human resource administration.
2. Successful completion of 80 hours (untested) approved course work.
3. Demonstrated interest and commitment to the goals of the Alabama Association of Public Personnel Administrators Alabama Chapter IPMA-HR.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Applying to Candidacy

Policy Number: 0204

Supersedes:

Page 1 of 1

Approval Date: July 12, 2000 or earlier

Effective Date: July 20, 2007

Policy:

Applicants must complete the Application to Candidacy Form (Policy #0205) and mail to:

AAPPA Certifications

Government and Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Application to Candidacy Form

Policy Number: 0205

Supersedes:

Page 1 of 2

Approval Date: July 12, 2000 or earlier

Effective Date: July 20, 2007

Policy:

**Application for Admission to the Alabama Public Personnel
Administrators Educational Certification and Certificate Programs**

Biographical Information:

Last Name: _____ First Name: _____ M.I. _____

Work Address: _____

City: _____ State: _____ Zip: _____

Telephone (Work): _____ (Home): _____

Fax: _____ E-Mail: _____

Relevant Career Information (List most recent first)

Job Title 1: _____ from: _____ to _____

Organization: _____

Supervisor and Title: _____

Primary Job Responsibilities: _____

Job Title 2: _____ from: _____ to _____

Organization: _____

Supervisory and Title: _____

Primary Job Responsibilities: _____

Job Title 3: _____ from: _____ to _____
Organization: _____
Supervisor and Title: _____
Primary Job Responsibilities: _____

Directions:

- Please include the following with your application: [1] your official job description, [2] the organizational chart for your department and for the city/county/municipality in which you are employed, and [3] a notation of staff, positions, and functions for which you are directly responsible.
- On a separate sheet(s) of paper, provide a description of your job duties, specifying your responsibilities in each of the following areas (as applicable): [1] Recruitment and Selection; [2] Performance Appraisal; [3] Job Classification/Staffing/Evaluation; [4] Payroll; [5] Training and Development; [6] Management and Supervision; [7] Employee / Employer Relations; [8] Other Personnel Activities.
- Please sign and date this form and have your supervisor sign and date this form.
- Return this form and attachments to:
AAPPA Certifications
Government and Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

I verify that the information on this page and on the attached documents are accurate statements of the applicant's job duties and responsibilities.

Signature of Applicant

Date

Signature of Supervisor

Date

For Education Committee Use Only

Certified Human Resources Professional	Approval Date _____
Certified Human Resources Specialist	Approval Date _____
Certificate in Human Resource Administration	Approval Date _____

Course Requirements and Pre-requisites for Certification

0300-0399

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Education Program Requirements

Policy Number: 0300

Supersedes:

Page 1 of 3

Approval Date: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

Overview

Since the early 1980s, the Government and Economic Development Institute at Auburn University, the Alabama League of Municipalities, and the Association of County Commissions of Alabama, have participated in an educational certification program to assist Alabama public personnel administrators and staff members carry out personnel functions more professionally, effectively and efficiently. Alabama public personnel administrators, professionals, and administrative support staff who are responsible for various phases of personnel administration in an Alabama governmental organization are eligible to achieve certifications.

Program Objectives

- Increase knowledge of various phases of modern public personnel administration
- Develop skills necessary to carry out the various phases of modern personnel administration
- Develop and maintain high standards of public personnel administration, and
- Increase professionalism in public personnel administration

Curriculum leading to the designation of *Certified Human Resource Professional* or *Certified Human Resource Specialist* fulfills these objectives. Other individuals, elected officials and personnel board members are eligible to earn a certificate in human resource administration.

Curriculum Requirements

HR Professional Designation

Required courses include:

- (1) Overview of Alabama Public Personnel Administration (16 Hrs.);
- (2) Federal and State Laws in Human Resources (16 Hrs.); and
- (3) FLSA and Other Federal Laws Administered by the DOL (16 Hrs.)

Other course Requirements:

- (4) Minimum 12 coursework hours from the Group 2: Personnel Administration Track.
- (5) Minimum 12 coursework hours from the Group 3: Human Resource Management Track.
- (6) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings
- (7) Minimum 12 elective coursework hours from Group 2, 3, or 4.

Total Required Hours: 90

HR Specialist Designation

Required courses include:

- (1) Overview of Alabama Public Personnel Administration (16 Hrs.);
- (2) Federal and State Laws in Human Resources (16 Hrs.); and

Other course Requirements:

- (3) Minimum 18 coursework hours from the Group 2: Personnel Administration Track or Group 3: Human Resource Management Track specialization.
- (4) Minimum 6 coursework hours from the Group 4: Selected Issues course offerings
- (5) Minimum 30 elective coursework hours from Group 1, 2, 3, or 4.

Total Required Hours: 86

Certificate in Human Resource Administration

Individuals enrolled in the Administrators and Specialist programs, elected officials interested in public personnel administration, other public administrators, and personnel board members may apply to earn a certificate in public personnel administration. Required courses include:

- (1) Successful completion of 80 hours (untested) of approved course work.
- (2) Demonstrated interest and commitment to the goals of the Alabama Association of Public Personnel Administrators.

Courses

<u>Course Title</u>	<u>Hours</u>
<u>Group 1: Required Core Courses</u>	
Overview of Alabama Public Personnel Administration (Professionals and Specialists)	16
Overview of Federal and State Laws (Professionals and Specialists)	16
Fair Labor Standards Act (Required for Professionals Only)	16
<u>Group 2: Human Resource Administration Track</u>	
Compensation and Job Evaluation	12
Certified Payroll Specialist Classes	6
Certified Risk Management Specialist Classes	6
Other	6
<u>Group 3: Human Resource Management Track</u>	
Job Analysis and Job Descriptions	12
Recruitment, Selection and Retention	12
Performance Appraisals and Employee Evaluation	12
<u>Group 4: Selected Issues in Public Human Resource Management</u>	
Training and Development	6
Motivation	6
Working with Difficult People	6
Developing and Maintaining Personnel Policies and Procedures (e.g. Sexual Harassment, Discrimination, Personnel Records, etc)	6
Establishing a System: Working with Elected Officials, Department Heads and Supervisors	6
Special Topics	6

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Course Registration

Policy Number: 0301

Supersedes:

Page 1 of 1

Approval Date: February 2016 or earlier

Effective Date: February 2016

Policy:

1. GEDI will mail to members brochures with registration forms.
2. If space is available, a person is considered registered upon receipt of registration form and will be mailed a letter of confirmation along with an information sheet and a map and/or faxed depending on time constraints.
3. If space is not available, the participant will be placed on a wait list. The participant will receive a letter notifying them of this action. The participant will be contacted by telephone if their status changes from "wait list" to "enrolled". A confirmation along with an information sheet and a map will then be mailed to them and/or faxed depending on time constraints.
4. Written cancellations received 15 working days prior to the beginning of the program will be honored with a refund of the registration fee, but will be assessed an administrative fee of \$50. *(Feb. 12, 2016)*
5. Late cancellations or non-attendance will not be refunded.
6. Substitutions for registered participants may be made at any time.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Course Attendance

Policy Number: 0302

Supersedes:

Page 1 of 1

Approval Date: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

Every participant is expected to be in class, participating in the class, during every hour of instruction.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Classroom Regulations

Policy Number: 0303

Supersedes:

Page 1 of 1

Approval Date: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

Cell phones or pagers must be set on silent or discrete mode. Use of tobacco products of any kind are not permitted in the classroom or areas not designated for their use.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certified Payroll Specialist

Policy Number: 0304

Supersedes:

Page 1 of 2

Approval Date: April 12, 2013

Effective Date: April 12, 2013

Policy:

The Alabama Association of Public Personnel Administrators with support from the Government and Economic Development Institute at Auburn University provides a certification program to increase the knowledge and professionalism of those involved in payroll for public sector agencies. The program is designed to provide greater proficiency and understanding to individuals involved in the payroll administration.

Objectives of the Program:

1. Assist preparers and reviewers in recognizing and handling the many situations in payroll processing.
2. Provide a foundation of knowledge and skills to those individuals involved in payroll processing.

The program is composed of four tested courses and a continuing education maintenance.

Courses and Descriptions:

The Legal Foundation of Payroll Processing – participants will develop a knowledge foundation of the laws surrounding payroll processing, recognize and identify legal forms involved with payroll processing, demonstrate ability to locate resources necessary payroll processing, and recognize and define terms used in payroll processing.

Payroll Processes: Course 1 – this course will introduce participants to important definitions involved in payroll processing and develop necessary knowledge of important terms. Participants will demonstrate knowledge of classifying methods and timing of pay as well as discuss and identify good customer service.

Payroll Processes: Course 2 – this course will provide an opportunity for participants to discuss and compare various benefits, various types of taxes, and insurance and the deductions involved. Participants will also develop skills on paycheck calculations and discuss and develop auditing processes.

Accounting Foundation of Payroll Processes – this course will provide participants with knowledge of the payroll cycle; preparing the payroll information, processing payroll, processing taxes, end of period processing, and delivering payroll package. Included in the course will be a discussion on internal control, ethics, communication and training.

Experience Requirements:

In order to be certified, you must have two years of experience in payroll administration. Two years of experience from another state may be included in lieu of the two years in Alabama. Experience in another state will be considered on a case-by-case basis.

The following should be included with every application to candidacy:

- Your Official Job Description
- Organizational Chart
- Supervisor or Department Manager Signature

Certification Designation:

Upon certification, the Alabama Certified Payroll Specialist may use the designation “ACPS” for professional purposes as long as certification is maintained.

See Draft Form at Policy #0305.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certified Payroll Specialist

Policy Number: 0305

Supersedes:

Page 1 of 2

Approval Date: April 12, 2013

Effective Date: April 12, 2013

Policy:

Application for Admission to the
Alabama Public Personnel Administrators
Payroll Specialist Certification Program

AAPPA Payroll Certification

Government and Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

The AAPPA Payroll Certification Program is designed to provide greater proficiency and understanding to individuals involved in the payroll process. Those eligible to achieve certification are those in Alabama public sector payroll administration.

Alabama Certified Payroll Specialist (ACPS) Designation Requirements:

1. A minimum of two years full time experience in payroll administration. Two years of experience from another state may be included in lieu of the two years in Alabama. Experience in another state will be considered on a case-by-case basis.
2. Successful completion of the four courses included in the education program.

Biographical Information:

Last Name: _____ First Name: _____ M.I. _____

Work Address: _____

City: _____ State: _____ Zip: _____

Telephone (Work): _____ (Home): _____

Fax: _____ E-Mail: _____

Relevant Career Information (List the most recent first)

Job Title 1: _____ from: _____ to _____
Organization: _____
Supervisor and Title: _____
Primary Job Responsibilities: _____

Job Title 2: _____ from: _____ to _____
Organization: _____
Supervisor and Title: _____
Primary Job Responsibilities: _____

Job Title 3: _____ from: _____ to _____
Organization: _____
Supervisor and Title: _____
Primary Job Responsibilities: _____

Directions:

- Please include the following with your application: [1] your official job description, and [2] the organizational chart for your department and for the city/county/municipality in which you are employed.
- Please sign and date this form and have your supervisor or department manager sign and date this form.
- Return this form and attachments to:
AAPPA Payroll Certification
Government and Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

I verify that the information on this page and on the attached documents is accurate statements of the applicant’s job duties and responsibilities.

Signature of Applicant _____ Date

Signature of Department Manager _____ Date

For Education Committee Use Only

Alabama Certified Payroll Specialist	<i>Approval Date</i> _____
Signed: _____	

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certified Risk Management Specialist

Policy Number: 0306

Supersedes:

Page 1 of 2

Approval Date: November 20, 2015

Effective Date: November 20, 2015

Policy:

The Alabama Association of Public Personnel Administrators with support from the Government and Economic Development Institute at Auburn University provides a certification program to increase the knowledge and professionalism of those involved in risk management and safety for public sector agencies. The program is designed to provide greater proficiency and understanding to individuals involved in the processes of risk management.

Objectives of the Program:

1. Assist those in safety and risk management for public sector agencies in recognizing and handling the many situations presented in their job.
2. Provide a foundation of knowledge and skills to those individuals involved in safety and risk management.

The program is composed of five tested courses and continuing education maintenance.

Courses and Descriptions:

Legal Foundations of Risk Management – participants will develop a knowledge foundation of the laws surrounding risk management, discuss ways to protect the agency from liability. Types of negligence and processes for filing claims will also be discussed.

Risk Management Basics – this course will introduce participants to important definitions involved in risk management and develop necessary knowledge of important terms. Participants will demonstrate knowledge of risk identification, analyzation, control, financing and monitoring. Insurance will be discussed thoroughly.

Workers' Compensation – participants will develop a foundational knowledge of the history of workers' compensation, discuss the structure of the current US system and identify fraudulent claims.

Benefits Administration – this course will provide an opportunity for participants to discuss and compare various types of benefits, methods of financing benefits, and various benefit options.

Occupational Safety and Health – this course will provide a knowledge foundation of OSHA and the exemptions for local governments. Participants will investigate areas of safety and liability concern for local governments, discuss the importance of safety policy and implementation of such policies and discuss ways to improve the safety culture.

Experience Requirements:

In order to be certified, you must have two years of experience in risk management administration. Two years of experience from another state may be included in lieu of the two years in Alabama. Experience in another state will be considered on a case-by-case basis.

The following should be included with every application to candidacy:

- Your Official Job Description
- Organizational Chart
- Supervisor or Department Manager Signature

Certification Designation:

Upon certification, the Alabama Certified Risk Management Specialist may use the designation “ACRMS” for professional purposes as long as certification is maintained.

Certified Risk Management Specialist Certification Maintenance:

Twelve hours of approved courses must be successfully completed every two years to maintain certification. These hours may consist of any courses described in the AAPPA or Risk Management curriculum, which have not already been taken within the last five years, and attendance and participation in the AAPPA Annual Conference (six hours), and attendance and participation in the pre-conference courses/workshops (six hours).

For maintenance of certification purposes, 6 hours of course credit must be completed through courses offered by the AAPPA, the AAPPA Conference attendance or Pre-Conference attendance.

Participants may receive up to 6 hours of credit from courses recognized by the following national organizations: PRIMA, NSC. Also these programs will be accepted: Alabama Workers Comp Update, ACCA Safety Incentive Discount Program, ALM Loss Control Division Program, and the Governor’s Safety & Health Conference. Please send verification of attendance to the Center for Governmental Services, 213 Extension Hall, Auburn University, AL 36849.

See Draft Form at Policy #0307.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certified Risk Management Specialist

Policy Number: 0307

Supersedes:

Page 1 of 2

Approval Date: November 20, 2015

Effective Date: November 20, 2015

Policy:

Application for Admission to the
Alabama Public Personnel Administrators
Risk Management Specialist Certification Program

AAPPA Risk Management Certification

Government and Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

The AAPPA Payroll Certification Program is designed to provide greater proficiency and understanding to individuals involved in the payroll process. Those eligible to achieve certification are those in Alabama public sector payroll administration.

Alabama Certified Risk Management Specialist (ACRMS) Designation Requirements:

1. A minimum of two years full time experience in risk management and safety. Two years of experience from another state may be included in lieu of the two years in Alabama. Experience in another state will be considered on a case-by-case basis.
2. Successful completion of the five courses included in the education program.

Biographical Information:

Last Name: _____ First Name: _____ M.I. _____

Work Address: _____

City: _____ State: _____ Zip: _____

Telephone (Work): _____ (Home): _____

Fax: _____ E-Mail: _____

Relevant Career Information (List the most recent first)

Job Title 1: _____ from: _____ to _____
 Organization: _____
 Supervisor and Title: _____
 Primary Job Responsibilities: _____

Job Title 2: _____ from: _____ to _____
 Organization: _____
 Supervisor and Title: _____
 Primary Job Responsibilities: _____

Job Title 3: _____ from: _____ to _____
 Organization: _____
 Supervisor and Title: _____
 Primary Job Responsibilities: _____

Directions:

- Please include the following with your application: [1] your official job description, and [2] the organizational chart for your department and for the city/county/municipality in which you are employed.
- Please sign and date this form and have your supervisor or department manager sign and date this form.
- Return this form and attachments to:
 AAPPA Risk Management Certification
 Government and Economic Development Institute
 213 Extension Hall
 Auburn University, AL 36849-5225

I verify that the information on this page and on the attached documents is accurate statements of the applicant’s job duties and responsibilities.

_____ Date
 Signature of Applicant

_____ Date
 Signature of Department Manager

For Education Committee Use Only

Alabama Certified Risk Management Specialist Approval Date _____

Signed: _____

Eligibility for Examination, Examination Requirements

0400-0499

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certification Examination

Policy Number: 0400

Supersedes:

Page 1 of 1

Approval Date: July 19, 2006 or earlier

Effective Date: July 20, 2007

Policy:

Examination

The exam will be objective and short answer essay reflecting the content of each applicant's individual coursework. The Case Study option is available for those taking the Specialist Certification Program.

The Certification Exam will be offered twice per fiscal year; once in December and once in June.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Examination Application Process

Policy Number: 0401

Supersedes:

Page 1 of 1

Approval Date: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

1. Exam applications will be mailed to those who have completed the education requirements at least three months prior to the exam.
2. Applications will have a date on which the application is due along with the processing fee.
3. Applications should be mailed to:

AAPPA Certification Programs
Government and Economic Development Institute
213 Extension Hall
Auburn University, AL 36849-5225

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Steps for obtaining Human Resource
Professional / Specialist Certification

Policy Number: 0402

Supersedes:

Page 1 of 1

Approval Date: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

1. Minimum of two years experience in various phases of human resource administration in an Alabama municipality, county, or state government.
2. Approval by the AAPPA Education Committee to the *HR Professional* or *HR Specialist* program.
3. *HR Professional* designation requires successful completion of 90 hours of approved coursework.
4. *HR Specialist* designation requires successful completion of 86 hours of approved coursework.
5. *HR Professional* designees must pass the comprehensive exam, and *HR Specialist* designees must pass the comprehensive exam or successfully complete the written case study.
6. Signed *Statement of Agreement* included in the application, and completed application form must be postmarked no later than the established deadline date.
7. Acceptance of application by the Government and Economic Development Institute, Auburn University
8. Comprehensive exam will be held on date established in December and in June.
9. Notification of exam results in writing by the Government and Economic Development Institute.
10. Award of the *Certified Human Resource Professional* and *Certified Human Resource Specialist* certifications will be made during the AAPPA Conference each year.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Examination Dates

Policy Number: 0403

Supersedes:

Page 1 of 1

Approval Date: July 21, 2006

Effective Date: July 20, 2007

Policy:

There will be two offerings of the exam each fiscal year. One offering will be in December and one in June.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Case Study

Policy Number: 0404

Supersedes:

Page 1 of 2

Approval Date: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

Purpose:

Recognizing that most public personnel administrators have specialist duties, the intent of the case study is to permit a candidate to work in-depth on a particular Human Resource issue or problem that has been face on the job. The goal is for a candidate to demonstrate how the coursework and knowledge gained in the course of the AAPPA program has contributed to the candidate becoming a better practitioner in the field.

Technical Specifications:

The case study must be typed, double-spaced and approximately 10-15 pages in length of original work. The total length does not include any appendices, attachments, correspondence, bibliography, etc.

The case study should include the following points:

1. Identification, description and analysis of the problem;
2. Relevance of the problem and issues to public personnel management practice and theory;
3. Analysis of various approaches, considerations and issues associated with the selected problem;
4. Discussion of the implementation of the solution to the problem; and
5. Evaluation of the result.

Committee:

Committees will consist of a professional member of the GEDI staff or senior program instructor and an outside senior professional member of the Association with expertise in the applicant's problem area.

The chair of the education committee of the Association will work with the Government and Economic Development Institute to identify an appropriate Association member to serve on the case study committee.

GEDI will review the first draft of the case study when it is submitted and work

with the candidate to ensure that the draft meets basic standards of legibility, style, grammar and professional content before it is submitted to the committee members.

The Association member of the committee will review the approved draft and comment on its suitability for acceptance within two weeks of receipt of the draft from GEDI. If the members of the committee determine that the case study is unacceptable in its current form, GEDI will communicate that information to the candidate and work out another schedule of submission.

Schedule:

- Candidates who intend to write a case study must apply to do so to GEDI by the established deadline date.
- GEDI will inform the candidate of acceptance and suitability of topic suggested in a timely manner.
- If the topic is deemed suitable, and the candidate meets other eligibility requirements to write the case study, a committee will be formed and named by the deadline date.
- The candidate has until the established deadline date to write and submit the draft of the case study to GEDI.
- If the submitted draft meets the general specifications of the case study, GEDI will forward the case study to the committee members.
- If the case study is approved by the committee prior to July 1st and all other requirements are met, the candidate will be eligible to be awarded the *Certified Human Resource Specialist* certification at that year's annual conference.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Exam Application Form

Policy Number: 0405

Supersedes:

Page 1 of 2

Approval Date: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

**Alabama Association of Public Personnel Administrators
Alabama Chapter of IPMA
Exam Application**

Please Check One:

_____ Application for comprehensive examination [required for all *Certified Human Resource Professional* designees and optional for *Certified Human Resource Specialist* designees].

_____ Application for case study [required for all *Certified Human Resource Specialist* designees who do not register for the comprehensive examination].

Name _____ Social Security # _____

Employed by _____ Title _____

Work Address _____
Street/P. O. Box City/State Zip

Phone (W) _____ Fax _____

Statement of Agreement

I agree that I will not divulge or reveal to anyone information concerning the content of the comprehensive examination.

Applicant Signature _____ Date _____

I agree that the applicant is currently employed in the human resource field as specified above.

Supervisor Signature _____ Date _____

For GEDI Use Only

Date Received _____ *Course Hours Verified* _____

Experience Verified _____ *Accepted* _____

**Certification, Terms, Lapse of Certification, Record Retention,
Notification**

0500-0599

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certification Maintenance

Policy Number: 0500

Supersedes:

Page 1 of 2

Approval Date: November 6, 2014 or earlier

Effective Date: November 6, 2014

Policy:

1. HR Professional and HR Specialist Certification Maintenance:

Twenty-four hours of approved courses must be successfully completed every two years to maintain certification. These hours may consist of any courses described in the AAPPA or Payroll Certification curriculum, which have not already been taken within the last five years, and attendance and participation in the Annual Conference (six hours), and attendance and participation in the pre-conference courses/workshops (six hours).

For maintenance of certification purposes, 12 hours of course credit must be completed through courses offered by the AAPPA, in accordance with guidelines as noted in the **AAPPA Education Description**, Conference attendance or Pre-Conference attendance. Participants may receive up to 12 hours of credit from courses recognized by the following national organizations: SHRM, IPMA-HR, and CLEs approved by the Alabama State Bar Association. Please send verification of attendance to the Government and Economic Development Institute, 213 Extension Hall, Auburn University, AL 36849.

An exception to the CE maintenance requirements can be made on a case by case basis by a majority vote of the Education Committee. (*November 6, 2014*)

2. Certified Payroll Specialist Certification Maintenance:

Twelve hours of approved courses must be successfully completed every two years to maintain certification. These hours may consist of any courses described in the AAPPA or Payroll Certification curriculum, which have not already been taken within the last five years, and attendance and participation in the Annual Conference (six hours), and attendance and participation in the pre-conference courses/workshops (six hours).

For maintenance of certification purposes, 6 hours of course credit must be completed through courses offered by the AAPPA, the AAPPA Conference attendance or Pre-Conference attendance.

Participants may receive up to 6 hours of credit from courses recognized by the following national organizations: SHRM, IPMA-HR, as well as approved CPE courses

recognized by the American Payroll Association, National Association of State Boards of Public Accountancy, Government Finance Officers Association, Government Finance

Officers Association of Alabama, and CLEs approved by the Alabama State Bar Association. Please send verification of attendance to the Government and Economic Development Institute, 213 Extension Hall, Auburn University, AL 36849.

3. Certified members between jobs or who have left public sector human resources employment may maintain certified status in accordance with this policy provided that membership dues remain current and they remain residents of the State of Alabama.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Certification Revocation

Policy Number: 0501

Supersedes:

Page 1 of 1

Approval Date: September 7, 2001

Effective Date: July 20, 2007

Policy:

Any person whose certification lapses must make up all of the hours missed before certification is reassigned.

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Affiliation with *Continuing Education Providers* (Human Resource Certification Institute (HRCI) and *SHRM*)

Policy Number: 0502
Page 1 of 1

Supersedes: *Affiliation with Human Resource Certification Institute (HRCI)*

Approval Date: November 20, 2015

Effective Date: November 20, 2015 or prior

Policy:

1. AAPPAs and the Government and Economic Development Institute are an HRCI Approved Provider and a SHRM Preferred Provider.
2. As an HRCI Provider, the AAPPAs must pay a \$350 membership fee every year. The current term as an HRCI Approved Provider will expire on December 31, 2015, thereafter expiring every year (June 25, 2010), at which time AAPPAs may reapply for HRCI Approved Provider Status. HRCI recommends that applications are sent at least four to six weeks prior to expiration.
3. Government & Economic Development Institute will be responsible for registering all AAPPAs courses and conferences for certification approval through HRCI.
4. As a SHRM Preferred Provider, the AAPPAs must pay a \$500 membership fee every year, with the first two years being provided at a fee of \$250 beginning in August 2015 and expiring in August 2017. Thereafter, the AAPPAs will need to reapply yearly. (Nov. 20, 2015)
5. Government and Economic Development Institute will be responsible for registering all AAPPAs courses and conferences for certification approval through SHRM. (Nov. 20, 2015)

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Policy

Subject: Pre-Conference Problem Sharing Forum Policy Number: 0503

Supersedes: Page 1 of

Approval Date: July 23, 2004

Effective Date: July 20, 2007

Policy:

The Problem Sharing Forum will be held every year prior to the yearly conference as the pre-conference course.

Member Benefits; Retired Member Benefits

0600-0699

Alabama Association of Public Personnel Administrators
Alabama Chapter IPMA-HR

Subject: Retired Member Benefits Policy Number: 0600

Supersedes: Page 1 of 1

Approval Date: July 15, 2011

Effective Date: July 15, 2011

Policy:

For purposes of association and professional interest, a member who is certified by the Alabama Association of Public Personnel Administrators (AAPPA) or the International Public Management Association for Human Resources (IPMA-HR) will be granted the following benefits upon retirement from active professional human resource management:

1. A life-time certification in the AAPPA in accordance with the certification held;
2. A waiver of the annual AAPPA membership dues; and
3. A waiver of the AAPPA annual conference registration fee, excluding such costs as lodging and conference social events.

Appendix: Course Descriptions

AAPPA Course Descriptions

Group 1: Required Core Courses

Overview of Alabama Public Personnel Administration (16 hours)

This course provides a broad overview of several major topic areas that are fundamental to public personnel administrators with responsibilities in human resource management. Major topic areas will include: employment law, employee recruitment and selection, salary and wage administration, performance appraisal, nature of jobs in local government, and personnel policies and procedures.

Federal and State Laws in Public Personnel Management (16 hours)

A fundamental responsibility of the public personnel administrator is to ensure compliance of the governmental entity with the numerous laws and regulations affecting human resource administration in the public sector. This course provides the legal context, history and emerging legal trends for practicing public personnel administration. The course includes discussion and application of such laws as the *Civil Rights Act*, *Americans with Disabilities Act*, *Equal Pay Act*, and *Age Discrimination in Employment Act*.

Fair Labor Standards Act and Other Laws Administered by the U. S. Dept. of Labor (16 hours)

Since 1985, public employers have been subject to most of the provisions of the *Fair Labor Standards Act* (FLSA), including minimum wages, maximum hours, overtime pay, and record-keeping requirements. This course provides an overview and discussion on special provisions, amendments, investigation and complaint procedures, and requirements of local governments regarding the FLSA, *Family Medical Leave Act* (FMLA), *Uniformed Services Employment and Reemployment Rights Act* (USERRA), and provisions of the *Immigration and Naturalization Act* (INA) applicable to the public sector.

Group 2: Human Resource Administration Track

Compensation and Job Evaluation (12 hours)

This course covers information that a human resource professional needs to design and maintain a compensation system in a public jurisdiction. Topics include; a review of legal influences, job analysis and job evaluation methods, pay surveys, designing and administering a pay structure, and legally required and discretionary benefits.

Payroll & Benefits ((6 hours)

This course will present an integrated approach to compensation. Topics include job evaluation and its role in establishing a pay structure, the position classification process, and determining relative worth jobs.

Risk Management & Safety Issues (6 hours)

In this course, participants will learn the full definition of risk management, the importance of understanding workplace safety, recognizing barriers to safety programs, and general guidelines of accident investigations. Workers compensation law updates will be discussed as well as, designing and implementing a successful safety incentive program that will minimize the adverse effects of accidents, generate enthusiasm and help add to the bottom line of any city, county, and state agency.

Group 3: Human Resource Management Track

Job Analysis and Job Description (12 hours)

The foundation of any public human resource organization is the creation and maintenance of a comprehensive and updated system of job analysis and job descriptions. This short course provides an introduction to the benefits and methods of job analysis; procedures for the development and maintenance of job descriptions; and practical methods to integrate job descriptions with the selection, performance evaluation, promotion, and compensation processes of the public organization.

Recruitment, Selection and Retention (12 hours)

This course examines legal implications of recruitment and selection practices, and provides a working knowledge of job success predictors, pre-employment inquiries, and affirmative action planning. The course also provides necessary information on developing employees and measuring work contributions, compensating employees and reducing turnover.

Performance Appraisals and Employee Evaluation (12 hours)

This course provides managers and supervisors with in-depth coverage of the procedures necessary to effectively plan and conduct performance appraisals, establish performance expectations, and communicate evaluation feedback to employees. The course also provides personnel administrators with an understanding of the key roles of performance evaluations and the legal issues relevant to evaluation procedures.

Group 4: Selected Issues in Public Human Resource Management

Training & Development (6 hours)

This course focuses on the importance of investing in employees by creating and offering Training and Development opportunities within the work place. Course objectives include conducting needs assessments, developing effective course objectives and lesson plans, and evaluating programs. Participants will analyze team-building exercises to assist them in understanding the development process. Discussion topics will also include; researching materials, creating lesson plans, different training styles and selecting teaching aids. Emphasis will be placed on identifying and understanding the special needs of the adult learner.

Motivating Employees (6 hours)

In this course, supervisors and managers learn how to employ a variety of techniques that will aid them in creating a motivating and rewarding work environment. The course will cover essential elements of goal setting and factors that influence the motivational impact of goal setting such as goal characteristics, task complexity, and employee self-efficacy. This course will also cover methods of assessing and modifying the work environment to enhance motivation; intrinsic versus extrinsic motivation; and distributive versus procedural justice and the motivational influences of each.

Dealing With Troubled Employees (6 hours)

This course is designed to equip supervisors with the necessary knowledge and skills to identify the signs that an employee may need assistance and the appropriate procedures to follow once a potential problem is recognized. Major topics covered in this course will include: problem recognition, documentation procedures, how to confront employees in a constructive manner, referral options, and reintegration into the workplace. Issues relevant to the Americans with Disabilities Act will also be covered.

Developing and Maintaining Personnel Policies and Procedures (6 hours)

A public organization's personnel policies and procedures can be an effective tool in enhancing morale, improving productivity, maintaining discipline, and avoiding unnecessary litigation. This short course provides guidelines to assist the HR manager of a public organization to review the policies and procedures of the government or agency to ensure that they are up-to-date, practical, and legal. In addition, the course discusses ways that the HR manager can help the elected officials, appointed officials, and the front line supervisors understand and follow these procedures competently and fairly.

Establishing a System; Working with Elected Officials, Department Heads, & Supervisors (6 hours)

A challenge for public personnel administrations is the need to continually work with a changing group of elected and appointed officials who often have limited background or experience with human resource issues in the public sector, but have major responsibilities and obligations in this area. This course discusses ways to communicate the following with the elected officials; information on the human resource administration functions in their jurisdiction, and their obligations and roles within the administration.