

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

# **Policy Manual**

**Center for Governmental Services, Auburn University  
[www.aappa-hr.org](http://www.aappa-hr.org)**

**Effective:  
July 20, 2007**

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**Alabama Association of Public Personnel Administrators**  
**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 Center for Governmental Services 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. Chapter membership, with no IPMA privileges, also shall be available to any person who is not a member of IPMA but who is in support of the objectives and programs of this chapter and of the IPMA.

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: March 2, 1990

Effective Date: July 20, 2007

Policy:

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

1. Although there may be more than one member who is employed by a single municipality, town, public utility, county, public organization or subdivision thereof, only one vote shall be cast at any meeting of the members for all of the members employed by each municipality, town, utility, county, public organization or subsection thereof. 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. The initial Bylaws of this corporation shall be adopted by its Board of Directors. The powers to alter, amend, or repeal the Bylaws or to adopt new Bylaws shall be vested solely in the Board of Directors.
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: July 11, 1995 or earlier

Effective Date: July 20, 2007

Policy:

The annual dues for chapter membership shall be established by the Board of Directors of the chapter. *(July 11, 1995)*

Dues should be paid by July 31 of each year. *(January 30, 2004)*

Dues of new members 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: July 11, 1995 or earlier

Effective Date: July 20, 2007

Policy:

**Alabama Association of Public Personnel Administrators  
Membership Application**

**MEMBERSHIP DUES: \$75.00 per jurisdiction (one member)  
\$12.00 for each additional member**

Make check made payable to AAPPA and mail to:

**Charlie M. Lassiter, Treasurer  
Alabama Department of Revenue  
Human Resources Division - Room 4102  
50 Ripley Street  
Montgomery AL 36132**

**Total Amount Due AAPPA \_\_\_\_\_**

Print or type information as you would like it to appear in the Directory

1st Person

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

2nd Person

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3rd Person

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

CHECK BELOW THE APPROPRIATE CATEGORY CONCERNING MEMBERSHIP:

\_\_\_\_\_ New Member

\_\_\_\_\_ Renewal

**Please answer the questions below according to the status of each applicant:**

Are you a current Individual Member of IPMA-HR? \_\_\_\_\_yes \_\_\_\_\_no

Are you a current Agency Member of IPMA-HR? \_\_\_\_\_yes \_\_\_\_\_no

Are you a Certified Alabama Public Personnel Administrator? \_\_\_\_\_yes \_\_\_\_\_no

Are you IPMA-HR certified? \_\_\_\_\_yes \_\_\_\_\_no

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

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Alabama Association of Public Personnel Administrators  
Alabama Chapter IPMA-HR

Policy

Subject: Board of Directors / Chapter Officers

Policy Number: 0104

Supersedes:

Page 1 of 1

Approval Date: July 24, 1998 or earlier

Effective Date: July 20, 2007

Policy:

1. The Officers of this chapter shall consist of a President, a President Elect (*July 24, 1998*), a Secretary, and a Treasurer.
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 seven members, consisting of the five chapter officers, together with two additional Board members elected from the chapter membership. The chapter officers and other members of the Board 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. 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 2

Approval Date: July 24, 1998 or earlier

Effective Date: July 20, 2007

Policy:

1. **Past President** (*July 11, 1995*) -
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 are properly kept, made and filed according to law. 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. **President Elect**, (*July 24, 1998*) - The President Elect 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 shall be developing and conducting the program for the annual meeting of the members, with the assistance of the Alabama League of Municipalities, the Center for Governmental Services 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 President Elect serves a two-year term as President Elect 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.
  
4. **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.

Alabama Association of Public Personnel Administrators  
Alabama Chapter IPMA-HR

Policy

Subject: Chapter Meetings

Policy Number: 0106

Supersedes:

Page 1 of 1

Approval Date: July 11, 1995 or earlier

Effective Date: July 20, 2007

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.
2. At any 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: July 11, 1995 or earlier

Effective Date: July 20, 2007

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. 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.
3. 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.
4. 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.

Alabama Association of Public Personnel Administrators  
Alabama Chapter IPMA-HR

Policy

Subject: Chapter Liabilities

Policy Number: 0108

Supersedes:

Page 1 of 1

Approval Date: July 11, 1995 or earlier

Effective Date: July 20, 2007

Policy:

The IPMA - HR is not responsible for any liabilities this chapter might incur.

Alabama Association of Public Personnel Administrators  
Alabama Chapter IPMA-HR

Policy

Subject: Chapter Rebates

Policy Number: 0109

Supersedes:

Page 1 of 1

Approval Date: July 16, 1996

Effective Date: July 20, 2007

Policy:

A chapter is provided a per-person annual rebate equal to the chapter dues amount charged, to a maximum of \$15, for each chapter member who is also a member of IPMA - HR.

Qualifying for Chapter Rebate:

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 president-elect of the chapter must be voting members of IPMA.
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.

Alabama Association of Public Personnel Administrators  
Alabama Chapter IPMA-HR

Policy

Subject: Southern Regional IPMA 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: Education Committee

Policy Number: 0111

Supersedes:

Page 1 of 1

Approval Date: July 18, 2008 or earlier

Effective Date: July 20, 2007

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 Center for Governmental Services at Auburn University, and the number of Alabama Certified Public Personnel Professional/Specialist required to create a committee of seven (7) members. *(July 18, 2008)*

Members who serve on the Education Committee must be certified with the AAPPA designation, with the exception of the Center for Governmental Services 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: July 29, 2005

Effective Date: July 20, 2007

Policy:

This committee will be chaired by Sandra Sockwell.

**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: July 30, 1999

Effective Date: July 20, 2007

Policy:

Application for admission to candidacy for either the Public Personnel Administrator or the Public Personnel Specialist designation shall be evaluated by the Alabama Association of Public Personnel Administrator's Education Review Committee for compliance with established standards. Members of this committee shall be the current officers of the Association, the immediate past president, one representative from the Center for Governmental Services at Auburn University, and two certified at large members elected to serve two-year terms by the voting membership of the Association.

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 Resource Professional Policy Number: 0201

Supersedes: Page 1 of 1

Approval Date: March 7, 2007 or earlier

Effective Date: July 20, 2007

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 and Other Federal Laws Administered by the DOL.*
- 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.

Alabama Association of Public Personnel Administrators  
Alabama Chapter IPMA-HR

Policy

Subject: Certified Human Resource Specialist

Policy Number: 0202

Supersedes:

Page 1 of 1

Approval Date: March 7, 2007 or earlier

Effective Date: July 20, 2007

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.

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 AAPPA, 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**

Center for Governmental Services  
2236 Haley Center  
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  
Center for Governmental Services  
2236 Haley Center  
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 Resource Professional	Approval Date _____
Certified Human Resource 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**

For more than a decade, the Center for Governmental Services 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
- 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>
<b><u>Group 1: Required Core Courses</u></b>	
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
<b><u>Group 2: Human Resource Administration Track</u></b>	
Compensation and Job Evaluation	12
Payroll and Benefit Administration	6
Risk Management and Safety Issues	6
Other	6
<b><u>Group 3: Human Resource Management Track</u></b>	
Job Analysis and Job Descriptions	6
Recruitment, Selection and Retention	12
Performance Appraisals and Employee Evaluation	12
<b><u>Group 4: Selected Issues in Public Human Resource Management</u></b>	
Training and Development	6
Motivation	6
Dealing with the Troubled Employee	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: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

1. CGS 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 full refund of the registration fee.
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.

# **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  
Center for Governmental Services  
2236 Haley Center  
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 Center for Governmental Services, 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 Center for Governmental Services.
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 CGS 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 Center for Governmental Services to identify an appropriate Association member to serve on the case study committee.

CGS 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 CGS. If the members of the committee determine that the case study is unacceptable in its current form, CGS 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 CGS by the established deadline date.
- CGS 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 first of October.
- The candidate has until the established deadline date to write and submit the draft of the case study to CGS.
- If the submitted draft meets the general specifications of the case study, CGS 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 CGS 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 1

Approval Date: August 2003 or earlier

Effective Date: July 20, 2007

Policy:

**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 curriculum above which have not already been taken, plus participation in any of the following: attendance and participation at the AAPPA Annual Conference (6 hours), the pre-conference courses (6 hours).

For re-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, and the HRM Conference in Tuscaloosa. Please send verification of attendance to the Center for Governmental Services, 2236 Haley Center, Auburn University, AL 36849.

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 Human Resource  
Certification Institute (HRCI)

Policy Number: 0502

Supersedes:

Page 1 of 1

Approval Date: December 15, 2004

Effective Date: June 25, 2010

Policy:

1. AAPPAs and Center for Governmental Services are an HRCI Approved Provider.
2. As an HRCI Provider, the AAPPAs must pay a \$300 membership fee every three years. The current term as an HRCI Approved Provider will expire on December 31, 2008, thereafter expiring every three years (*June 25, 2010*), at which time AAPPAs may reapply for HRCI Approved Provider Status. HRCI recommends that applications are sent at least four weeks prior to expiration.
3. Center for Governmental Services will be responsible for registering all AAPPAs courses and conferences for certification approval through HRCI.

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.

## 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 (6 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.