

Alabama Association of Public Personnel Administrators
Public Sector HR Association-Alabama Chapter

Policy Manual 2024



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Alabama Association of Public Personnel Administrators Public Sector HR Association-Alabama Chapter

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Alabama Association of Public Personnel Administrators
Public Sector HR Association–Alabama Chapter

Policy

Subject: Articles of Incorporation – Bylaws

Policy Number: 0100

Page 1 of 1

Approval Date: July 21, 2006 or earlier

Amended: **November 6, 2023**

Effective Date:

Policy:

The name of the corporation is Alabama Association of Public Personnel Administrators, Public Sector HR Association-Alabama Chapter (PSHRA) **(November, 2023)**. 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 **Public Sector HR Association (PSHRA)** 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 similar purposes. *(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 **PSHRA**. Chapter membership, with no **PSHRA** privileges, also shall be available to any person who is not a member of **PSHRA** but who is in support of the objectives and programs of this chapter and of the **PSHRA**.

Alabama Association of Public Personnel Administrators
Public Sector HR Association–Alabama Chapter

Policy

Subject: Regulation of Internal Affairs

Policy Number: 0101

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

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
Public Sector HR Association–Alabama Chapter

Policy

Subject: Dues

Policy Number: 0102

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

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 **March 31st** of that year. *(November 6, 2023)*
- Dues should be paid by **March 31st** of each year. *(November 6, 2023)*
- 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.

Alabama Association of Public Personnel
Public Sector HR Association–Alabama Chapter

Policy

Subject: Board of Directors, Chapter Officers

Policy Number: 0104

Page 1 of 1

Approval Date: October 23, 2015 or earlier

Amended: November 6, 2023

Effective Date:

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 election** and at that time additional nominations may be submitted from the floor (11/06/2023).
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
Public Sector HR Association–Alabama Chapter

Policy

Subject: Powers of the Board of Directors, Officers

Policy Number: 0105

Page 1 of 3

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

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.

Policy Number: 0105
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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 **PSHRA** 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.

Policy Number: 0105
Page 3 of 3

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
Public Sector HR Association—Alabama Chapter

Policy

Subject: Chapter Meetings

Policy Number: 0106

Page 1 of 1

Approval Date: July 27, 2018 or earlier

Amended: November 6, 2023

Effective Date:

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.
4. Travel Reimbursement for Board and Education Committee members:
 - a. Mileage from work entity to meeting venue will be reimbursed following the annual federal standard.
 - b. Consideration for overnight accommodations will be made on a case by case basis. *(July 27, 2018)*

Alabama Association of Public Personnel Administrators
Public Sector HR Association–Alabama Chapter

Policy

Subject: Amendments to Bylaws

Policy Number: 0107

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

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 **PSHRA** with a request that the proposed bylaw change(s) be reviewed for conformity with policies of the **PSHRA** 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 **PSHRA** 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
Public Sector HR Association—Alabama Chapter

Policy

Subject: Chapter Liabilities

Policy Number: 0108

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

The **PSHRA** is not responsible for any liabilities this chapter might incur. However, **PSHRA** maintains an errors and omissions liability insurance policy providing coverage to **PSHRA** Chapter Board Members. *(November 6, 2023)*

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
Public Sector HR Association—Alabama Chapter

Policy

Subject: AAPPA/PSHRA Partnership Requirements

Policy Number: 0109

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

AAPPA requires that the following items be met by each chapter: *(November 6, 2023)*

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 PSHRA 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 PSHRA-Alabama
5. The President and Vice President of the chapter must be voting members of PSHRA. Therefore, as a prerequisite to accepting nomination to these offices, nominees should be, voting members of PSHRA, *(November 6, 2023)*
6. The chapter must have at least ten members to main its affiliation with PSHRA.
7. The chapter report must be submitted to PSHRA 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 PSHRA-Alabama. The fee does not apply to retirees of the AAPPA.
(November 6, 2023)

Alabama Association of Public Personnel Administrators
Public Sector HR Association–Alabama Chapter

Policy

Subject: Attendance AAPP/PSHRA Partnership Requirements

Policy Number: 0110

Page 1 of 1

Approval Date: July 16, 1996

Amended: November 6, 2023

Effective Date:

Policy:

The Chapter President should attend one to two (1-2) PSHRA Meetings and/or Conferences annually. (November 6, 2023) Travel, lodging, per diem, meals and registration will be paid by the Alabama Association of Public Personnel Administrators. If the president is unable to attend, the president-elect or a designated officer should attend.

Alabama Association of Public Personnel Administrators
Public Sector HR Association–Alabama Chapter

Policy

Subject: Education Committee

Policy Number: 0111

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

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

Members of the committee **must be AAPPA members who hold** the designation of Alabama Certified Public Personnel Professional/Specialist, and a representative from Government and Economic Development Institute at Auburn University, appointed by the President, required to create a committee of **up to (5)** members. *(November 6, 2023)*

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
Public Sector HR Association—Alabama Chapter

Policy

Subject: Scholarship Committee

Policy Number: 0112

Page 1 of 1

Approval Date: January 31, 2020 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

1. A scholarship committee will be established to set up guidelines for scholarships.
(July 11, 1995)
2. Margaret Casey Scholarship
 - a. Establish a Scholarship in the name of Margaret Casey. (July 12, 2001)
 - b. 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)
 - c. Each candidate must be enrolled in the education program with at least 24 hours completed.
 - d. The candidate must be a member of the Association.
 - e. The candidate must be recommended by their city/county/agency.
 - f. Applications must be received by the established deadline date.
 - g. Final decision will be made by the Executive Committee.
 - h. Scholarship will be awarded at the Annual Meeting.
3. Barbara Montoya Scholarships (November 6, 2023)
 - a. Establish two \$1,000.00 academic scholarship opportunities annually.
 - b. Each scholarship will be awarded to a current county or municipal government employee or a dependent child of a current AAPPA member.
 - c. The recipient must be enrolled in an accredited college or university in the State of Alabama with a minimum of 70 credit hours. Official transcript must be submitted with application along with two letters of recommendation.
 - d. Recipients must be pursuing a degree in HR Management, Business Administration, Accounting, or enrolled in law school.
 - e. Both scholarships will be awarded based on accumulative grade point average, goals and community service.
 - f. If a dependent recipient receives the award, that person will also receive a conference scholarship to attend the Annual AAPPA Conference which will include a one night's hotel accommodation.
 - g. Applications must be received by the established deadline date.
 - h. Final decision will be made by the Executive Committee.
 - i. Scholarships will be awarded at the Annual Meeting.

Alabama Association of Public Personnel
Public Sector HR Association–Alabama Chapter

Subject: Conference Committee

Policy Number: 0113

Page 1 of 1

Approval Date: October 11, 2002

Amended: November 6, 2023

Effective Date:

Policy:

This Conference Committee will be designated to handle coordination of the annual conference, alongside the executive Board.

- The Conference Committee will be responsible for the door prizes to be given away at each conference.
- This Committee will be responsible for working with the hotel, making decisions on the food, goodies and bag stuffers for each conference.
- The hotel room expenses will be paid each year by the Treasurer.
- The Committee will be responsible for working on recruiting exhibitors/vendors for the yearly conference.
- The 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.

Alabama Association of Public Personnel
Public Sector HR Association–Alabama Chapter

Subject: Admission to Candidacy

Policy Number: 0200

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

Application for admission to candidacy for either the Certified Human Resources Professional or the Certified Human Resources 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.

Alabama Association of Public Personnel
Public Sector HR Association–Alabama Chapter

Subject: Certified Human Resources Professional

Policy Number: 0201

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

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
Public Sector HR Association–Alabama Chapter

Subject: Certified Human Resources Specialist

Policy Number: 0202

Page 1 of 1

Approval Date: November 30, 2012 or earlier

Amended: November 6, 2023

Effective Date:

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
Public Sector HR Association–Alabama Chapter

Subject: Applying to Candidacy
Policy Number: 0204
Page 1 of 1
Approval Date: July 12, 2000 or earlier
Amended: November 6, 2023
Effective Date:

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

Or

cdr0051@auburn.edu

Alabama Association of Public Personnel
Public Sector HR Association–Alabama Chapter

0300 – 0399

Subject: Membership Requirements for Certification Programs Preface

Policy Number: 0300

Page 1 of 1

Approval Date: July 2017 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

In order to be certified in any of the AAPPAs Education Programs (HR Professional, HR Specialist, Payroll Specialist, and Risk Management Specialist), the applicant must be a current member of the AAPPAs.

As well, in order to maintain the certification in any of the AAPPAs Education Programs (HR Professional, HR Specialist, Payroll Specialist, and Risk Management Specialist), a current certified person must also be a current member of the AAPPAs.

Alabama Association of Public Personnel
Public Sector HR Association–Alabama Chapter

Subject: Education Program Requirements

Policy Number: 0300

Page 1 of 3

Approval Date: August 2003 or earlier

Amended: November 6, 2023

Effective Date:

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.

Policy Number: 0300
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Curriculum Requirements

HR Professional Designation

Required courses include:

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

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 hours);
- (2) Federal and State Laws in Human Resources (16 hours); 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.

Policy Number: 0300
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COURSES

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

Alabama Association of Public Personnel
Public Sector HR Association–Alabama Chapter

Subject: Course Registration

Policy Number: 0301

Page 1 of 1

Approval Date: February 2016 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

1. GEDI will e-mail the members brochures with registration forms.
2. If space is available, a person is considered registered upon receipt of registration form and will be sent by email a letter of confirmation along with an information sheet and a map.
3. If space is not available, the participant will be placed on a wait list. The participant will receive an email notifying them of this action. The participant will be contacted by email if their status changes from “wait list” to “enrolled”. A confirmation along with an information sheet and a map will then be sent to them.
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
Public Sector HR Association–Alabama Chapter

Policy

Subject: Course Attendance

Policy Number: 0302

Page 1 of 1

Approval Date: August 2003 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

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

Alabama Association of Public Personnel Administrators
Public Sector HR Association- Alabama Chapter
Policy

Subject: Classroom Regulations

Policy Number: 0303

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Approval Date: August 2003 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

Cell phones 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
Public Sector HR Association- Alabama Chapter

Policy

Subject: Certified Payroll Specialist

Policy Number: 0304

Page 1 of 2

Approval Date: April 12, 2013

Amended: November 6, 2023

Effective Date:

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.

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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
Public Sector HR Association- Alabama Chapter

Policy

Subject: Certified Risk Management Specialist

Policy Number: 0306

Page 1 of 2

Approval Date: November 20, 2015

Amended: November 6, 2023

Effective Date:

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.

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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.

Alabama Association of Public Personnel Administrators
Public Sector HR Association- Alabama Chapter

Policy

Subject: Certification Examination

Policy Number: 0400

Page 1 of 1

Approval Date: July 19, 2006 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

Examination

The exam will be objective and short answer essay reflecting the content of each applicant's individual coursework.

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

Alabama Association of Public Personnel Administrators
Public Sector HR Association- Alabama Chapter
Policy

Subject: Examination Application Process

Policy Number: 0401

Page 1 of 1

Approval Date: August 2003 or earlier

Amended: November 6, 2023

Effective Date:

Policy:

1. Exam applications will be mailed/**e-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
cdr0051@auburn.edu

Alabama Association of Public Personnel Administrators
Public Sector HR Association- Alabama Chapter
Policy

Subject: Steps for Obtaining HR Professional, HR Specialist Certification

Policy Number: 0402

Page 1 of 1

Approval Date: August 2003 or earlier

Amended: November 6, 2023

Effective Date:

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 AAPPAs 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
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 AAPPAs Conference each year.

Alabama Association of Public Personnel Administrators
Public Sector HR Association- Alabama Chapter
Policy

Subject: Examination Dates

Policy Number: 0403

Page 1 of 1

Approval Date: July 21, 2006

Amended: November 6, 2023

Effective Date:

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
Public Sector HR Association- Alabama Chapter

Subject: Certification Maintenance

Policy Number: 0500

Page 1 of 2

Approval Date: November 6, 2014 or earlier

Amended: November 6, 2023

Effective Date:

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, Payroll Certification, or Risk Management Certification curriculum, which have not already been taken within the last five years, and attendance and participation in the Annual Conference (twelve (12) hours) and/or workshops and webinar attendance offered by GEDI (up to six (6) 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, or Conference attendance. Participants may receive up to 12 hours of credit from courses recognized by the following national organizations: SHRM, PSHRA, 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, Risk Management or Payroll Certification curriculum, which have not already been taken within the last five years, and attendance and participation in the Annual Conference (twelve (12) hours), and/or workshops and webinar attendance offered by GEDI (up to six (6) hours)

For maintenance of certification purposes, 12 hours of course credit must be completed through courses offered by the AAPPA, the AAPPA Conference attendance and/or workshops and webinar attendance offered by GEDI (up to six (6) hours).

Policy Number: 0500
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Participants may receive up to 6 hours of credit from courses recognized by the following national organizations: SHRM, PSHRA, 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 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 AAPP, Risk Management or Payroll curriculum, which have not already been taken within the last five years, and attendance and participation in the AAPP Annual Conference (twelve (12) hours), and attendance and participation in the workshops and webinars (up to six (6) hours).

For maintenance of certification purposes, 12 hours of course credit must be completed through courses offered by the AAPP, the AAPP Conference attendance or workshops and webinar attendance offered by GEDI.

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 Government and Economic Development Institute, 213 Extension Hall, Auburn, AL 36849.

4. 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
Public Sector HR Association- Alabama Chapter
Policy

Subject: Certification Revocation

Policy Number: 0501

Page 1 of 1

Approval Date: September 7, 2001

Amended: November 6, 2023

Effective Date:

Policy:

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

Alabama Association of Public Personnel Administrators
Public Sector HR Association- Alabama Chapter
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

Amended: November 6, 2023

Effective Date:

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 membership fee every *year*. The current term as an HRCI Approved Provider will expire every year, 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 membership fee every year. Thereafter, the AAPPAs will need to reapply yearly. (November 6, 2023)
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
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0600 – 0699

Subject: Retired Member Benefits

Policy Number: 0600

Page 1 of 1

Supersedes:

Approval Date: July 15, 2011

Amended: November 6, 2023

Effective Date:

Policy:

For purposes of association and professional interest, a member who is certified by the Alabama Association of Public Personnel Administrators (AAPPA) or **PSHRA** 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.