COURSE SYLLABUS

Guiding Principles for Federal HR Course

This course discusses the basic values—the foundation—for federal human resources management. These values must be expressed in every decision made regarding a federal employee and are implicit in the laws, regulations, and operating guidance that frame the federal merit system. Thus, this course covers and applies the principles that undergird federal HRM – the Merit System Principles (MSPs), Prohibited Personnel Practices (PPPs), and Equal Employment Opportunity (EEO).

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/guiding-principles-for-federal-hr



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Course Outline

Module 1: The Federal Merit System

- Explanation of the merit system and its application to federal HR practice
- Overview of the history of merit system development in the U.S.
- Impact of the merit system on ensuring fairness in federal HR decisions

Module 2: The Merit System Principles

- Detailed description of the nine Merit System Principles (MSPs)
- Practical applications of the MSPs in HR management and recruitment
- Case studies demonstrating the impact of MSPs in real-world scenarios

Module 3: Prohibited Personnel Practices

- Explanation of the 14 Prohibited Personnel Practices (PPPs)
- Illustration of how these practices undermine the merit system
- Procedures for filing complaints related to violations of PPPs