STATE OF SOUTH DAKOTA
OFFICE OF THE GOVERNOR
EXECUTIVE ORDER 2003-04

WHEREAS, The state of South Dakota employs over 12,000 individuals; and,

WHEREAS, These individuals have an ongoing interest in the state personnel system and its associated compensation and benefits; and,

WHEREAS, State employees and the state personnel system would benefit from the establishment of an advisory board:

IT IS, THEREFORE, DIRECTED BY EXECUTIVE ORDER, that a Personnel Management Advisory Board be continued according to the provisions of this order.

Section 1. There is hereby created a Personnel Management Advisory Board. The Personnel Management Advisory Board shall consist of thirteen members as follows:

1) Six members, to be elected by the employees of the respective groups, to represent the following organizations:

   A) Five career service employees from the executive branch.

   B) A career service employee from the Board of Regents.

2) A permanent full-time employee of the Unified Judicial System appointed by the Chief Justice.

3) A permanent full-time employee of the legislative branch, appointed by the executive board of the Legislative Research Council.

4) Four members to be appointed by the governor to represent the following areas of government:

   A) Three employees from the Executive Branch, at least one of which is covered by Chapter 3-6A.

   B) A permanent full-time employee from a constitutional office from a list consisting of one nomination from each constitutional officer.

5) The commissioner of the Bureau of Personnel will be a nonvoting member ex-officio.

Section 2. The Bureau of Personnel shall establish procedures to allow for the election of the employee representatives as provided in Section 1 of this order. If more than one candidate runs for election, a plurality vote shall be sufficient for election. The board cannot include more than two elected representatives from a single department or agency. Elected board members shall serve 2-year terms, unless a term is extended for a specific period of time at the

will of the governor. Elected members may not be elected for more than two consecutive terms. Appointed members shall serve at the pleasure of their appointing authority. Members shall assume duties prior to December 31st of the election year. The board shall annually elect a chairman and such other officers as it deems appropriate. The board shall meet quarterly or at the call of the governor.

Section 3. The purpose of the board is to provide advice and assistance to the governor and his representatives in administering the personnel management functions of the executive branch. The board will review and make recommendations on issues requested by the governor. The board may examine complaints of general concern to employees regarding the operation of the career service system, the fringe benefit package, and may study areas related to employee well-being to determine ways in which the system and employee performance and employee welfare may be improved. Each November, the board shall submit a report to the governor and the commissioner which includes a summary of its activities and recommendations for improvements to the personnel management system.

Section 4. The board may not intervene in specific employee grievances, but may present such information as comes before it to the appropriate appointing authority or the commissioner of personnel for action as the appointing authority or commissioner deems appropriate.

Section 5. Members of the board shall receive lodging and meals at rates established by the Board of Finance, which shall be paid by their respective appointing authorities. Any employee serving on this board is not required to take annual leave to attend board meetings. However, any employee appearing before the board, on his own initiative, shall be required to take annual leave. The commissioner of personnel shall provide necessary clerical support for the board.

NOW, THEREFORE, I, M. Michael Rounds, Governor of the State of South Dakota, by virtue of the authority vested in me by the Constitution and the statutes of this state, do hereby order and direct that a Personnel Management Advisory Board be created to provide advice and assistance to the governor relative to the state personnel system.

Dated at Pierre, the Capital City, this 5th day of September, 2003.

Governor Mike Rounds

M. Michael Rounds, Governor of South Dakota

ATTEST:

Chris Nelson, Secretary of State