



POLICY

PERSONNEL

General Statement

The Council recognizes that its ability to provide continued leadership, technical competence and service in the field of intellectual and developmental disabilities is dependent upon its employees. Therefore, it shall be the policy of the Council to engage staff for whom the well-being of the Council and the continuance of its purposes are foremost in importance.

~~Council staff are employees of the State of South Dakota and follow the Bureau of Human Resources and Administration's policies related to salaries and benefits.~~

~~A continuous effort will be made by the Council to develop, implement, and interpret sound personnel practices and provide general working conditions, salaries and other benefits comparable to those of similar agencies and organizations.~~

~~Council staff are not employees of the State of South Dakota, therefore, the Council requires the services of an agency or organization to provide personnel services that include payroll, retirement and insurance.~~

~~The Council will contract for personnel services with an agency or organization that is an equal opportunity employer. No person employed by the Council or persons seeking employment shall be appointed, promoted, removed or discriminated against because of age, sex, race, marital status, sexual preference, creed, disability, color or national origin.~~

Fiscal Agent Responsibilities include:

- ~~1. meet all applicable state and federal laws~~
- ~~2. accept an indirect fee of 5% for providing personnel services~~
- ~~3. work with the Council to publicize position openings~~
- ~~4. provide personnel services including payroll, retirement and insurance (as determined thru collaboration with the Council)~~

Council Responsibilities include:

1. hiring, training and retaining a sufficient number of employees;
- ~~2. developing and maintaining personnel policies;~~
2. developing written job descriptions for all employees that outline the qualifications for each position and performance expectations;

3. Authorizing the Executive Committee to perform an evaluation of the Executive Director as requested by the Department of Human Services.
4. authorizing the Executive Director to be the staff spokesperson for the Council;
5. providing overall program policies and direction to support the Executive Director in carrying out the programmatic and administrative objectives of the Council's State Plan;
6. adopting organizational policies necessary for the operation of the Council office; and
7. developing annual program objectives and a budget for the Council.

Executive Director Responsibilities include:

1. implementing Council policies;
2. avoiding any kind of action or statement which would reflect adversely upon the Council or its operations;
3. using discretion in the discussion of official business and records;
4. not accepting payment from a source other than the Council without the approval of the Council for services related to their responsibilities for the Council; and
5. being the official staff spokesperson for the Council based on the authority delegated by the Council;

Staff Member Responsibilities include:

1. implementing Council policies;
2. avoiding any kind of action or statement which would reflect adversely upon the Council or its operations;
3. using discretion in the discussion of official business and records;
4. not accepting payment from a source other than the Council without the approval of the Council for services related to their responsibilities for the Council; and
5. not representing the Council unless designated by the Executive Director; or in the absence of the Executive Director the designation can be made by the Chairperson.

Approved: June 30, 1994

Revised: July 23, 2009, October 22, 2021, November __, 2024