

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Hiring Career Service Employees

NUMBER: Policy IV-12 (Formerly Policy IV-B-01)

Hiring procedures for hiring Career Service employees are established by the Bureau of Personnel and are governed through the Joint Powers Agreement between the Career Service Commission and the South Dakota Board of Regents. The Administrative Rules of South Dakota and the Recruitment and Selection Guidelines established by the Bureau of Personnel provide guidance.

1. It is the policy of the School of Mines to hire in accordance with Affirmative Action as identified in policy IV-02.
2. Career Service employees are hired under the processes of SDCL 3-6A, which include the following:
 - A. The Career Service Personnel Management System, also known as the Career Service Act, was approved March 26, 1973. This act establishes a system of career service personnel management for the executive branch of state government based on merit principles and scientific methods governing the appointment, promotion, compensation, removal, transfer and other matters related to personnel management.
 - B. This act applies to all positions in the executive branch of state government except: presidents, deans, administrative and policy-making positions, student health service physicians, teaching and professional research positions under the jurisdiction of the state Board of Regents, and other directors or administrative policy-making positions of such institutions as determined by the Board of Regents.
3. The Director of Human Resources monitors all Career Service appointments to ensure compliance with the Bureau of Personnel's recruitment and selection guidelines. Any questions regarding the hiring procedures should be directed to the Director of Human Resources.