



THE SDRS PROCEDURE TO CONSIDER REQUESTS FOR CLASS B PUBLIC SAFETY MEMBERSHIP

1. Any request for the Board of Trustees' recommendation for Class B Public Safety membership must clearly specify the position for which Class B Public Safety membership is requested. Any SDRS participating employer (agency/entity) employing any such position must join in the request for Class B Public Safety membership.
2. Each employer and the applicable appointing authority must approve the request, in writing. The applicable appointing authorities are included in the Appendix to this document.
3. The group requesting Class B Public Safety membership shall submit the request to the SDRS Executive Director. The request shall include, as a minimum, the following:
 - Approval from all employers and applicable appointing authorities.
 - A detailed statement as to why the position meets each of the criteria for Class B Public Safety membership.
 - A copy of the current job description, or its equivalent, of the position.
 - For each employee to be considered:
 - Name;
 - Last four digits of social security number; and
 - Employer.
 - A demonstration that each person affected by the request understands and agrees that if implemented:
 - Additional SDRS contributions, both employer and employee, are required;
 - The change is prospective only and can only be made effective at the beginning of the state's fiscal year (July 1); and
 - Family benefits are not payable upon the death of a member who has reached normal retirement age.
 - Reference to statutory law, if any, that defines the responsibility of the group.



THE SDRS PROCEDURE TO CONSIDER REQUESTS FOR CLASS B PUBLIC SAFETY MEMBERSHIP

4. Once the information, as outlined in 3 of this procedure, is received by the SDRS Executive Director, a standing committee composed of SDRS staff and Board of Trustees members will evaluate the information submitted. Additional information will be requested as needed.
5. The committee will prepare a report for the SDRS Executive Director with its evaluation results and recommendation for approval or denial of the request for Class B Public Safety membership.
6. The SDRS Executive Director will submit the committee's report to the Board of Trustees and will make a recommendation to the Board of Trustees to accept or reject the committee's recommendation.
7. The group requesting Class B Public Safety membership may be invited to make a formal presentation to the SDRS Board of Trustees that includes a general overview of the request and an analysis of how the criteria are satisfied. The SDRS Executive Director will schedule the presentation for the next available Board of Trustees meeting and notify the group of the date.
8. The SDRS Board of Trustees will make a recommendation to approve or deny the request at an official meeting.
9. If a recommendation to approve the request is made by the Board and if a statutory change is necessary to effectuate the change, SDRS staff will assist in drafting and introducing the legislation for action by the Legislature. The group requesting Class B Public Safety membership must present the legislation during any legislative committee hearing. SDRS will testify in support of the legislation.

Note: If the request requires a statutory change, the group should submit the request to SDRS no later than July 15 so the Board may hear the request at its third meeting in late August or early September and, if approved, any potential legislation can be timely prepared for consideration at the Board's December meeting and introduction during the following Legislative Session.



THE SDRS PROCEDURE TO CONSIDER REQUESTS FOR CLASS B PUBLIC SAFETY MEMBERSHIP

APPENDIX: APPOINTING AUTHORITIES

For the **State of South Dakota:**

Legislative Branch: The Director of Legislative Research Council and the Commissioner of the Bureau of Finance and Management.

Executive Branch: The agency's appointing authority as defined in SDCL 3-6C-1, the Commissioner of the Bureau of Human Resources, and the Commissioner of the Bureau of Finance and Management.

Judicial Branch: The Chief Justice of the Supreme Court and the Commissioner of the Bureau of Finance and Management.

Elected Officials: The elected official and the Commissioner of the Bureau of Finance and Management.

For the **Board of Regents:**

Board of Regents: The agency's appointing authority and the Executive Director of the Board of Regents.

Universities and Schools of the Regents: The agency's appointing authority, the president of the university, and the Executive Director of the Board of Regents.

For **Political Subdivisions:**

Cities: The agency's appointing authority, the mayor, and the city commission/council of the entity.

Counties: The agency's appointing authority and the county commission.

Schools: The superintendent of the school district and the school board.

Other: The agency's appointing authority and the governing body of the entity.

Note: Some groups requesting Class B Public Safety membership may be subject to multiple appointing authorities. If so, each appointing authority must issue its approval.