

## PERSONNEL REVIEW BOARD

No. of Members: Three  
Term Length: Four Years  
Term Limit: None  
Compensation: \$75.00 per diem for business of the board, not exceeding 25 days in any calendar year  
Training Required: None  
Meeting Schedule: As Needed  
Appointment: Members are appointed by Elected Officials, Full-time employees, Existing Board Members.  
Description: Establishes and maintains rules and regulations of the merit system and thereafter recommends to the board of commissioners the adoption of these rules and regulations.

---

Members of the Personnel Review Board shall be elected and appointed for a term of four (4) years each, and shall serve until their successors are named and qualified. Members are appointed as follows:

- One (1) member shall be selected by decision of the Clerk of Superior Court, the Tax Commissioner, the Sheriff and the Probate Judge, each of whom shall have one (1) vote, and the Board of Commissioners, which shall have only one (1) vote which may be cast by a majority of said board, and the person so selected by said county officials shall be appointed to the Personnel Review Board by the county governing authority.
- The second member shall be selected by majority vote of the permanent employees of the county (other than the aforesaid elected officials) who are covered by the merit system, with such election being under the direction and control of the Chairman of the Board of Commissioners, and the person so selected shall be appointed by the county governing authority after being advised of the selection.
- The third member of the Personnel Review Board shall be selected by the two (2) members selected by the elected officials and the permanent county employees, and the person so selected shall be appointed to the board by the county governing authority.

No member of the Personnel Review Board shall have held political office or have been a salaried employee of the county during the three (3) months preceding such member's appointment.

Vacancies on the Personnel Review Board shall be filled in the same manner in which the positions were originally filled.

All meetings of the Personnel Review Board shall be held in offices provided therefore by the governing authority of the county or in a courtroom of the superior court of the county.

### DUTIES:

To hold public hearings regarding rules and regulations of the merit system and thereafter to recommend to the Board of Commissioners the adoption of these rules and regulations. These rules and regulations shall include provisions for the establishment and maintenance of job classifications and compensation plans, the conduct of examinations for appointment under the merit system, the certification of eligible persons, appointments, promotions, transfers, demotions, separations, tenure, service ratings, reinstatements, appeals, and such additional regulations as may be deemed to be in the best interest of impartial selection of efficient personnel and improvement of public administration. The Board of Commissioners may accept or reject any part or all of a proposed amendment, as submitted. Changes in the county merit system will be on an annual basis with the annual public meeting being held in the month of February. The Personnel Review Board shall have no authority to review or make recommendations regarding employee salaries or the pay plan outlined in Division 3.