POLK COUNTY
NORTH CAROLINA
P.O. BOX 308
COLUMBUS, NORTH CAROLINA 28722

September 8, 2025

Myron Yoder, Chair
David Moore, Vice Chair
Paul Beiler
Jennifer Hargett
Tommy Melton

To the County Commissioners of Polk County:

Effective October 1, 2025, the State of North Carolina enacts the following law. This law will affect hiring in the following Local Government Departments: HHSA – Social Services, Business Services, Economic Services, Public Health, EMS, Library Services, and Parks and Recreation. This law will affect only those new hires hired after October 1, 2025. Polk County Government has made the necessary Human Resources Manual Policy and Procedure revisions to give policy guidance for this new requirement. Please see the following policy change recommendation enclosed.

PART IV. CRIMINAL STORY RECORD CHECK REQUIREMENT FOR APPLICANTS OFFERED A POSITION FOR CITY AND COUNTY EMPLOYMENT WORKING WITH CHILDREN SECTION 4.1. G.D. 153A-94.2 reads as rewritten:

"§ 153A-94.2. Criminal history record checks of employees permitted.

(a)The board of commissioners may adopt or provide for rules and regulations or ordinances concerning a requirement that any applicant for employment be subject to a criminal history record check of State and National Repositories of Criminal Histories conducted by the State Bureau of Investigation in accordance with G.8. 143B 1299.25 [G.8. H3B 1299.26]. G.S. 143B-1209.26. The local or regional public employer may consider the results of these criminal history record checks in its hiring decisions.

(b) Notwithstanding the provisions of subsection Ca) of this section, if the position being filled requires an applicant for employment to work with children in any capacity, the board of commissioners shall require the applicant. if offered the position. be subject to a criminal history record check conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.26. The local or regional public employer must extend a conditional offer of the position pending the results of a criminal history record check required by this section."

Sincerely,

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become part of the new employee's personnel file. ***(NOTE:** *Please see section 4.3.14.1.2. Pre-employment Drug Screening and Background Check for specific instructions)*

4.3.14.1.1. Non-Selected Applicants

As a courtesy, applicants who are interviewed but not selected will be notified and informed of the County's decision to hire another candidate. The notification will be prepared and sent out by Human Resources, or the Hiring Manager, and will be made part of the central recruitment file maintained by Human Resources.

4.3.14.1.2. Pre-employment Drug Screening and Background Check

All final applicants must pass a pre-employment drug screen and a *background check into any criminal or past employment history prior to employment with the County. All selection devices administered by the County shall be valid measures of job performance. This requirement applies to both "regular" full-time positions and all part-time positions ("regular", seasonal, "as-needed" or temporary). The cost for pre-employment drug screening and background check will be assigned to the hiring department's budget. Minors (16 years of age minimum) who are applying for seasonal work with the County must have parental/guardian consent to undergo the pre-employment drug screening, using the form provided by Human Resources. Unsatisfactory results from pre-employment testing and checks will result in the conditional offer of employment being rescinded by the County. ***(NOTE:** *The County Board of Elections is exempt from this pre-employment screening policy, including the Director, election judges and poll assistants.*

**Effective October 1, 2025 – All successful candidates for employment, which work with children in any capacity, shall be subject to a criminal history record check conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.26. A conditional offer may be made pending the results of the criminal history record check. The County has identified the following departments which are required to participate: Health and Human Services Agency – Social Services, Business Services, Economic Services, Public Health, EMS – All, Library Services – All, Recreation – Recreation Complex)*

4.3.14.1.3. On-Boarding Process

Once a hiring decision is made and the Conditional Letter of Employment has been signed and accepted by the new employee, and the pre-employment requirements have been successfully satisfied, the Department Head will provide the Human Resources Officer with a New Employee Requisition (NER) form, including the employee's hiring rate, start date, and work schedule so that the necessary paperwork can be prepared to bring the new employee into the County's human resources and payroll systems. Prior to the employee's start date, or on the first day of work before beginning work, new employees will report to the Payroll Officer, (or designee) to: