RESOLUTION NO. 2025-XX

A RESOLUTION AMENDING THE CITY OF BREVARD PERSONNEL POLICY

WHEREAS, the City of Brevard is a governmental entity employing many persons for the purpose of carrying out the operations of local government; and

WHEREAS, the rules, regulations, mandates, court interpretations and laws governing personnel administration have changed since the last amendment to the Personnel Policy on December 2, 2024; and

WHEREAS, North Carolina Session Law 2025-16 requires that all applicants for employment in positions that require working with children are subject to criminal history record checks conducted by the North Carolina State Bureau of Investigation, effective October 1, 2025; and

WHEREAS, to keep the Personnel Policy current with the revised rules, regulations, laws, etc., those responsible for the maintenance of the policy recommend that the Personnel Policy dated December 2, 2024 be amended to comply with the provisions of Session Law 2025-16.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

Section 1. Article IV, Section 3 of the City of Brevard Personnel Policy shall be amended as follows:

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

SECTION 3. RECRUITMENT, SELECTION AND APPOINTMENT.
When full-time and part-time position vacancies occur the Human Resources Director shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within departments. Individuals shall be recruited from a geographic area as wide as necessary to establish a diverse and qualified applicant pool.

Job Advertisements.
Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment.
All persons expressing interest in employment with the City shall be given the opportunity to file an application for positions which are currently vacant and open for applications.

Selection.
Department Heads, with the assistance of the Human Resources Director, shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position. All selection devices administered by the City shall be valid measures of job performance.

Before any commitment is made to an applicant, the City will conduct checks to evaluate the employee's qualifications background; including reference checks, criminal background investigation, drug screening, driver's license history, and physical examination.

In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the City must require the applicant, if offered the position, to be subject to a criminal history record check conducted by the SBI. These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the SBI to provide fingerprint-based state and national criminal record check to cities and counties.

If an internal candidate is selected to transfer, promote or demote from a position that was not required to work with children to a position working with children, the internal candidate will be subject to criminal history record check after they are extended a conditional offer.

Appointment.
Before any commitment is made to an applicant either internal or external, the Department Head shall make recommendations to the Human Resources Director including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Human Resources Director and Department Head shall recommend approval of appointments and the starting salary for all applicants to the City Manager. The City Manager will make the final decision on all internal and external applicants.

Section 2. This resolution shall become effective upon its adoption and approval on this the 6th day of October, 2025.

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Maureen Copelof
Mayor

ATTEST:

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Denise Hodsdon, CMC, NCCMC
City Clerk