



**RESOLUTION TITLE TO APPROVE REVISIONS TO THE GASTON COUNTY
PERSONNEL POLICY MANUAL RELATED TO VACANCY
WAITING PERIOD, JOB OFFERS, AND STATUS
CHANGE**

WHEREAS, Gaston County believes it is important to have a Personnel Policy Manual for employees and supervisors to follow; and,

WHEREAS, it is prudent to review and revise the policy manual periodically to make sure it is understandable, consistent, and up to date with current law, regulations and philosophy; and,

WHEREAS, the current personnel policy manual was approved effective July 1, 2010; and,

WHEREAS, the proposed revisions to the personnel policy are outlined in Exhibit A (attached), and,

WHEREAS, the Gaston County Board of Commissioners must adopt all changes to the Gaston County Personnel Policy Manual

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners adopts revisions to the Gaston County Personnel Policy to be effective October 1, 2025, as outlined in Exhibit A.

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows.

NO.	DATE	M1	M2	JBailey	CBrown	CCloninger	AFraley	BJovis	TKeigher	SShehan	Vote
2025-319	09/23/2025	TK	BH	A	A	A	A	A	A	A	U

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EXHIBIT A

5.3.3 Vacancy Waiting Period

A supervisor may not fill a vacant position until the expiration of the six-week period following the creation of the vacancy, regardless of the reason for the vacancy

Exception-The County Manager may waive this rule for good cause.

5.7 Job Offers

Job offers must be in writing and must contain the job title, starting salary, or hourly pay, start date, a copy of the job description and any contingencies to hire including drug testing, background/criminal history checks, and proof of education

In compliance with G.S. 153A-94 2, if the position being filled requires an applicant for employment to work with children in any capacity, the County 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.

6.1.2 Status Change

A status change is defined as the occurrence in which an employee moves from one personnel status to another (e.g., Full-Time to Half-Time/Part-Time to Full-Time). In the event an employee elects to move from a Full-Time position to a Half-Time position, the employee must be terminated from Munis for a minimum of ninety (90) days before they may be rehired by the County. This termination period is to be utilized as a Stabilization Period under the Affordable Care Act (ACA) Look-Back Period guidelines.



Gaston County

Gaston County
Board of Commissioners
www.gastongov.com

Human Resources

Board Action

File # 25-468

Commissioner Cloninger - Human Resources - To Approve Revisions to the Gaston County Personnel Policy Manual Related to Vacancy Waiting Period, Job Offers, and Status Change

STAFF CONTACT

Amia Massey - Human Resources - 704-866-3160

BUDGET IMPACT

N/A

BACKGROUND

The current Personnel Policy was approved by the Board of Commissioners on July 1, 2010. The manual is reviewed periodically and updated and revised as necessary. All changes to the policy must be approved by the Board of Commissioners. Upon approval of this request, the Personnel Policy will incorporate the revisions to Vacancy Waiting Period, Job Offers, and Status Change.

POLICY IMPACT

See attached for full details of proposed policies.

ATTACHMENTS

Resolution; Exhibit A

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A=AYE, N=NAY, AB=ABSENT, ABS=ABSTAIN, U=UNANIMOUS