

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.