

PERSONNEL

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Chapter 17
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- Sec. 17-3. Criminal background checks required for potential County employees and for certain permittees and licensees.

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Sec. 17-1. State retirement system made applicable to eligible persons.¹

The board of supervisors hereby elects to have such of the employees and officers of the county, who are regularly employed full time on a salary basis, and whose tenure is not restricted as to temporary, or provisional appointment, to become eligible, effective as of October 1, 1958, to participate in the state retirement system, under the conditions set forth in chapter 1 of Title 51.1 of the Code of Virginia, as such code has been or may be amended from time to time and the county agrees to pay its cost for participation of its employees for all services for the county prior to October 1, 1958, for which credit is authorized and established on forms required and also to deduct from such employees' wages, and pay over in the manner prescribed, the respective amounts required by law. (Min. Bk. 5, p. 379; Comp. 1974, ch 19)

Sec. 17-2. Grievance procedure; personnel system.

The county shall have a grievance procedure and a personnel system, including a classification plan for service and uniform pay plan for all employees excluding employees and deputies of division superintendents of schools. Except as otherwise provided by law, employees of the department of social services and the social services board shall be excluded from such personnel system. The grievance procedure, classification plan for service and uniform pay plan shall be approved, and may be amended, from time to time, by resolution of the board of supervisors and shall comply with the provisions of sections 15.1-7.1 and 15.1-7.2 of the Code of Virginia. Nothing contained in this section shall be construed to effect the repealer or revision of the grievance procedure, classification plan for service and uniform pay plan in effect on the effective date hereof, and the same shall remain in effect except to the extent that the same may be modified as provided herein.

Sec. 17-3. Criminal background checks required for potential County employees and for certain permittees and licensees.²

Every applicant for employment with the County and applicants for County license or permit, as hereinafter provided, shall submit to fingerprinting and shall provide personal

¹For state law as to the Virginia Retirement System, see Code of Va., § 51.1-124.2 et seq.

²For state law as to authority of county regarding criminal background checks, see Code of Va., §15.2-1503.1 and 19.2- 389)

descriptive information to be forwarded along with the applicant's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant. Such applicant shall pay the cost of the fingerprinting and criminal records check. The foregoing shall be required for all applicants for employment with the County and, except as may otherwise be determined by the board of supervisors in a particular case, for every volunteer permittee or licensee position, in which the permittee or licensee has regular and direct contact with (a) persons under the age of 18 years; (b) persons over the age of 18 years who are disabled as a result of advanced age or other physical or mental condition; (c) public monies; or (d) activities relating to law enforcement. In the case of any applicant for employment, permit or license, such review shall be completed as a part of the process of application for employment, permit or license, and satisfactory completion of such review shall be a precondition of any offer of employment, permit or license; provided, however, that County may, in the discretion of the County Administrator, offer such employment, permit or license, subject to the satisfactory completion of such review within a reasonable time after the commencement of such employment, permit or license. If an applicant is denied employment or a license or permit because of the information appearing in his criminal history record, the County shall notify the applicant that information obtained from the Central Criminal Records Exchange contributed to such denial. The information shall not be disseminated except as provided herein. (Ord. 6-21-00; Ord. 6-18-03)