
 Town of Swansboro	Personnel Policy		Conditions of Employment Credentials and Certifications	
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	Supersedes:		Approved By: 	

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 14. Credentials and Certifications

Some duties assigned to positions in local government service may be performed only by persons who are duly licensed, registered or certified as required by the relevant law, rule or regulation. Employees in such classifications are responsible for maintaining current, valid credentials as required by law, rule or regulation, and must inform their supervisor immediately of any change in certification or license. Failure to obtain or maintain the required credentials is a basis for immediate dismissal without prior warning.

The Town will annually check the driving records of employees to assure that appropriate licenses are still valid. Employees with marginal records (points or violations) may be removed from operation of vehicles at the discretion of the Town Manager, and may be terminated if a non-driving position is not available.

An employee who is dismissed shall be given a written statement of the reason for the action and his/her appeal rights.