

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: April 08, 2025

Item Details

Presenter(s): Karen Spurlin, Interim Director

Department(s): Human Resources

Requested Motion

Motion to amend the Personnel Policies for the Town of Apex effective April 08, 2025.

Approval Recommended?

Yes

Item Details

The Human Resources Department regularly reviews Town Personnel Policies to ensure accuracy and applicability to current practices and procedures. In reviewing our policies more closely the team discovered two items that needed additional clarification.

The following changes were recommended to the Apex Town Council's Personnel Committee on March 13, 2025, and unanimously recommended for approval:

Article V. Conditions of Employment

Section 6. Secondary Employment

No regular employees are permitted to work ~~a second job with~~ a second job with the Town.

Article VII. Holidays and Leaves of Absence

Section 18. Family and Medical Leave

- C) To care for a ~~parent, spouse, or child~~ with a serious health condition.
- D) The employee's own serious health condition makes the employee unable to perform the functions of his or her job
- E) For qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty or called to active duty status in the National Guard or Reserves during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, or Regular Armed Forces during deployment to a foreign country.

The FMLA also provides for up to 26 weeks of unpaid leave for eligible employees to care for a covered service member during a single 12-month period.

Employees who do not qualify for FMLA may still be eligible for the Town's Paid Parental Leave or Paid Caregiver Leave programs discussed in this Article.

Attachments

- CN9-A1: Town of Apex Personnel Policies Combined - Effective April 08, 2025
- CN9-A2: Article V. Conditions of Employment; Section 6 - Secondary Employment Amendment Only
- CN9-A3: Article VII. Holidays and Leaves; Section 18 - Family and Medical Leave Amendment Only

