

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: August 25, 2026

Item Details

Presenter(s): Taylor Sanchez, Emergency Management Coordinator

Karmen McGee, Director

Department(s): Town Manager's Office

Human Resources

Requested Motion

Motion to delete Article V. Conditions of Employment, Section 19 - Inclement Weather of the Town's Personnel Policy, and replace with a new Article V. Conditions of Employment, Section 19 - Inclement Weather and authorize Town staff to format and renumber as consistent with the existing personnel policy.

Approval Recommended?

Yes

Item Details

The proposed revisions modernize the Town's existing Inclement Weather Policy by expanding it into an Inclement Weather and Emergency Events Policy, aligning the policy with the Town's all-hazards approach to emergency management. The updated policy establishes clear expectations for employees and supervisors before, during, and after weather-related incidents and other emergencies while strengthening the Town's ability to maintain continuity of government operations. Key revisions include the formal establishment of the Town's internal emergency notification system (Everbridge) for employee emergency communications, clarification of remote work expectations during Town closures when operationally feasible, and standardized guidance for emergency-related compensation and leave. The policy also establishes objective criteria for designating essential personnel based on the work being performed rather than job title, ensuring employees supporting emergency response, recovery operations, Emergency Operations Center (EOC) activities, or other critical functions are consistently identified and managed.

The revised policy further clarifies the administration of emergency compensation and leave by defining the appropriate use of Administrative Leave, Emergency Response Pay (ERP), Emergency Response Leave (ERL), and Emergency Response Pay 1.5 (ERP 1.5), ensuring employees performing emergency duties are recognized and compensated consistently. In addition, the policy formalizes procedures for emergency

mutual aid deployments by requiring prior authorization, prohibiting self-deployment, establishing documentation reporting requirements necessary to support reimbursement, and providing guidance for reimbursable travel expenses accordance with Town policy. Collectively, these revisions provide a comprehensive framework for managing Town operations during emergencies while improving organizational communication, supporting employee safety, promoting operational continuity, and ensuring equitable administration of emergency personnel policies.

Attachments

- CN2-A1: Proposed Amendment to Article V. Conditions of Employment, Section 19 - Inclement Weather

