


0.0 SUCCESSION PLAN POLICY



POLICY: (OPTIONAL)	Succession Plan	PROCESS OWNER:	City Administrator
APPROVED BY:	Mayor 	APPROVER'S TITLE:	Title of Approver
EFFECTIVE DATE:	Effective Date	LAST REVISION DATE:	Last Revised Date

1. PURPOSE

The purpose of the Succession Plan is to enable the City to prepare for and maintain business continuity in the event of the planned or sudden and/or long-term loss of a City Administrator, Chief of Police, City Department Directors and City Clerk.

2. SCOPE

This policy applies to City Administrator, Police Chief, Department Directors and City Clerk. Policy is primarily administered by City Administrator or their designee. Policy is designed to match staff skills with position vacancy to be filled to maintain business continuity. This policy shall link and support the City and individual department strategic plans.

3. PREREQUISITES

Filling interim roles shall comply with the Lake Stevens Municipal Code, State and Federal Law, City Employee Handbook and/or any other necessary compliance measures and banking rules associated with each position.

4. DEFINITIONS

Position Holder: City Administrator, Police Chief, Department Directors and City Clerk

Vacant Position: Vacant position shall mean, the short-term, temporary, long-term, or permanent vacation of the following positions: City Administrator, Police Chief, Department Directors and City Clerk.

Executive Management Team: City Administrator, Police Chief, Department Directors and City Clerk

Interim Designee: Anyone assigned to fill the roll of City Administrator, Police Chief, Department Directors and City Clerk on an Interim basis.

5. RESPONSIBILITIES

City Administrator or their designee has the responsibility of approving in writing, the temporary reassignment. Police Chief, Department Directors and City Clerk have the responsibility to prepare approval document for City Administrator or designee to sign in advance of all planned absences. Unplanned absences shall follow this procedure within this policy.

6. SUCCESSION PLAN ON A SHORT-TERM AND TEMPORARY BASIS

A temporary absence is one in which it is expected that the position holder will return to his or her position within sixty days once the events precipitating the absence are resolved. In the event of an unplanned temporary absence of a position (e.g., due to medical emergency); the Mayor and City Administrator will meet as soon as reasonably practicable (ideally within 24 hours) to select an Interim Designee to serve during the period of incapacity or temporary absence. All functions and duties of the vacant position will be postponed if possible until selection of the Interim Designee. Any functions or duties that cannot be feasibly postponed before the Mayor and City Administrator can meet to select an Interim Designee will be performed by the Police Chief. The Mayor and City Administrator will ordinarily select an Interim Designee from the Executive Management Team based on qualifications best matching the vacant position and/or best fit or availability based on workload or prior commitments. The Mayor and City Administrator may also consider the option of splitting executive duties among eligible members of the Executive Management Team.

7. SUCCESSION PLAN ON A LONG-TERM BASIS

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Mayor or City Administrator will give immediate consideration, in consultation with the Interim Designee, to temporarily filling the Vacant Position left vacant by the Interim Designee until such time as permanent placement is enacted. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Interim Designee to fulfill the duties of both positions.

8. SECESSION PLAN ON A PERMANENT BASIS

A permanent change is one in which it is firmly determined that the Position Holder will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition: The Mayor or City Administrator will direct the HR Department within 14 days to plan and carry out a selection process to permanently fill the Vacant Position. The Mayor or City Administrator will also consider the need for outside consulting assistance depending on the circumstances of the transition and the HR Departments' plan to manage the transition and search. The Mayor or City Administrator will work closely with the HR Director to develop a process to attract a qualified and diverse applicant pool from whom to select the next Vacant Position.

9. EMERGENCY RESPONSE PLAN

1. As soon as possible, the Interim Designee will assist the Mayor or City Administrator to:

A. Meet with legal counsel to review the succession plan and determine an order of priority of steps to be taken to notify staff, vendors, and other interested persons of the vacancy.

B. Notify external partners, insurers, and other pertinent organizations of the situation and provide information regarding how the City will proceed.

C. Prepare a news release and appoint a spokesperson who will be the media contact. Consult with legal counsel and city communications person to determine a communication strategy.

2. The Mayor, City Administrator or Interim Designee will brief the City Council and staff regarding the situation and order of succession so that leadership and staff know what to expect.

3. Follow-up on specific situations involving the **City Administrator** is as follows:

A. Scenario 1: Sudden Death

1. The Interim City Administrator will appoint a staff member to be in continuous contact with next of kin for moral support and to coordinate benefits owed to them.

2. The Interim City Administrator will have personnel and payroll records that next of kin is legally entitled to available to the spouse, domestic partner, or executor.

3. The Interim City Administrator will provide contact information to pass along to those who will want to convey their concern and regard for the family.

4. The Interim City Administrator will begin a recruitment/replacement process under the direction of the mayor and in coordination with the HR Department.

B. Scenario 2: Unplanned Resignation or Immediate Termination

1. The Interim Designee in collaboration with the Finance Department, will notify any banks or other financial institutions or agencies where the City has an account that the employee no longer has access to the accounts. Bank documents have signature authority and designate the appropriate manager for documents requiring the City Administrator signature.

2. The Interim Designee will consult with the Mayor and Police Chief to determine if it is deemed necessary to order locks be changed and/or change of vault combination if applicable, and terminate access to buildings, gates, and doors.

3. The Interim Designee in collaboration with the IT Department will terminate the employee's access to electronic files.

4. The Interim Executive Director in collaboration with the HR Department will begin a recruitment/replacement process.

4. Follow-up on specific situations involving the **Police Chief, Department Director or City Clerk** is as follows:

A. Scenario 1: Sudden Death

1. The City Administrator will appoint a staff member to be in continuous contact with next of kin for moral support and to coordinate benefits owed to them.

2. The City Administrator will have personnel and payroll records that next of-kin is legally entitled to available to the spouse, domestic partner, or executor.

3. The City Administrator will provide contact information to pass along to those who will want to convey their concern and regard for the family.
4. The City Administrator will begin a recruitment/replacement process under the direction of the mayor and in coordination with the HR Department.

B. Scenario 2: Unplanned Resignation or Immediate Termination

1. The City Administrator in collaboration with the Finance Department or designee, will notify any banks or other financial institutions or agencies where the City has an account that the employee no longer has access to the accounts. Bank documents have signature authority and designate the appropriate manager for documents requiring the Vacant Positions signature.
2. The City Administrator will consult with the Police Department to determine if it is deemed necessary to order locks be changed and/or change of vault combination if applicable, and terminate access to buildings, gates, and doors.
3. The City Administrator in collaboration with the IT Department will terminate the employee's access to electronic files.
4. The City Administrator in collaboration with the HR Department will begin a recruitment/replacement process.

10. TRAINING/PREPARATION

- A. City Administrator will work with the Executive Management Team to identify Directors interested in filling interim rolls. There will be a Step 1 list and a Step 2 list so there's redundancy in case of emergency. List will be reviewed annually and adjusted as needed.
- B. City Administrator will work collaboratively with the HR Director to identify, list and schedule leadership training specific to each of the positions listed in this policy. The Police Chief, Directors and City Clerk will assist in identifying proper training. Whenever possible, training will be scheduled for the entire Executive Management Team to allow for crossover and double coverage.
- C. In preparation for implementation of this policy, the City Administrator will work collaboratively with the HR Director to schedule Bi-Annual training where the Executive Management Team will run through scenarios and discuss the positions covered by this policy.

11. REFERENCES

Lake Stevens Municipal Code

City of Lake Stevens Employee Handbook