

Dispute Resolution Center of Thurston County
Emergency Succession Plan for ED
2013
(2020: needs review and revision by Policies Committee)

Short Term, Temporary, Unplanned Absence of ED

1. Definition: The Executive Committee of the Board has determined that the ED is expected to return once the events that precipitated the absence are resolved. The absence is unexpected. Its duration is 3 months or less.
2. Appointment of Acting ED: Board authorizes Executive Committee to implement terms of this emergency plan. As soon as any staff member informs the Board President of the situation, the President shall instruct the Executive Committee to appoint either the Development manager or the Training manager to assume the position of Acting ED. Should neither of these be able to assume the ED position, either the Volunteer manager or the Case Manager will be appointed. The Executive Committee may also consider the option of splitting the ED's job duties among the four possible designated positions listed above in consultation with the staff, who collaboratively will help distribute the ED job tasks among the four other positions.
3. The cross training procedures for preparing the Acting ED is as follows:
 - a. The actual ED will review the ED job description with all staff
 - b. The ED will go over a seasonal work calendar with all possible acting ED designees, answering questions about registrations, reports, spreadsheets, budgets, invoices, and other time-sensitive items.
 - c. The ED will run through the monthly board meeting preparation tasks with all possible designees.
4. Position authority: the Acting ED shall have the same range of authority to do the job as the regular ED.
5. Consensus-based Group Decision Making: Whenever possible, all staff need to consult together and come to consensual decisions in the course of doing the day-to-day work of the agency. Staff are always open to consult with the Board President or any subgroup of the board as the staff and President see fit under each circumstance.
6. Compensation: Acting ED shall receive a temporary salary increase at the entry level salary of the regular ED. The ED job description contains the salary range.
7. Board Relations and Oversight: The President and Executive Committee shall perform the same monitoring work and have the same level of communication as they do with the regular ED. If they feel the need, in consultation with the Acting ED, they will give special support to the Acting ED as needed.

Long Term, Temporary, Unplanned Absence of the ED

1. Definition: The Executive Committee of the Board has determined that the ED's absence is unplanned and has accepted the regular ED's expectation of being

absent for longer than three months and returning to work before six months have elapsed.

2. Appointment of Acting ED: proceed as in short-term above. However, the Executive Committee needs to consult with the temporary ED immediately to determine the reasonability of expecting the Acting ED to carry out the duties of the ED and their own position for a period of up to three months. Prioritization of job duties in both positions needs to take place so that the most important job tasks can be covered by the temporary ED and the rest of the cross-trained staff.
3. Cross training: Proceed as in short-term, above.
4. Compensation: All staff working out of grade to accomplish job tasks out of their permanent position need to be compensated at the entry level for the position for which they are working out of grade. All job descriptions have a salary scales for those jobs written into them.
5. Oversight: The Acting ED has authority to supervise both in-grade and out of grade workers, as they perform the job duties. The Executive Committee of the Board continues to have oversight of the Acting ED.

Long Term, Permanent, Unplanned Absence of the ED

1. Definition: The Board Executive Committee has determined that the unplanned absence of the ED is permanent and the ED will not be returning to the position .
2. Filling the Position: Fill the position on a temporary basis as in Long-term Temporary, above. Then immediately form a committee of staff and board to advertise a candidate search for a permanent ED.

Person completing this plan: Evan Ferber, present ED

Date of completion: August 23, 2011, revised March 14, 2013, July 25, 2013

Approved by

Board _____ Date _____

Drc/evanltr/board policies & procedures/proposed emergency succession plan for ED