

POLICY #10 SUCCESSION PLANNING

PURPOSE:

It is the policy of PSTA to periodically assess the leadership needs of the agency and to develop a long and short term succession plan to ensure continuation of operations, develop strong leaders and contributors through the agency, and to build an inspired workforce that is empowered for ever-improving customer service.

DESIRED RESULTS:

The desired results of the Succession Planning Policy are to:

- Identify Key Positions throughout PSTA, and follow a logical and thorough approach to develop a short and long term succession plan for each one.
- Conduct analyses of PSTA's current conditions including vacancy risks, emergency interim plans, long term replacement plans to handle vacancies and minimize disruptions.
- Identify High-Potential employees who demonstrate both interest and capacity to grow into positions of higher level and responsibility.
- Invest in development opportunities for a broad and diverse base of possible future candidates for leadership positions.
- Provide a continuous flow of talented people to meet PSTA's management needs and create a pool of strong candidates for future leadership vacancies.
- Ensure the PSTA Board is informed and prepared in the event of an emergency or long-term vacancy in the PSTA Chief Executive Officer (CEO) position.

PROCEDURES:

The Succession Planning Policy will be carried out as follows:

1. On an annual basis, PSTA's Human Resources Team shall identify Key Positions throughout PSTA for which short and long term succession planning is

necessary. This includes distributing forms and establishing due dates for management to complete and return to the Human Resources Team. By definition, the PSTA CEO position will always be identified as a Key Position.

2. On a biannual basis, PSTA's Human Resources Department shall analyze predictable turnover and potential vacancy risks.
3. On a biannual basis, PSTA's Human Resources Department shall review and update a succession plan strategy that identifies and develops high potential employees so that when a vacancy arises, the agency has a pool of qualified candidates ready to step forward for consideration.
4. On a biannual basis, PSTA's Human Resources Department shall provide a copy of such strategy to the Chief Executive Officer.
5. No less than annually, or whenever a staff recommendation on an Interim CEO or long-term succession plan for the CEO position changes, the PSTA Executive Committee will be immediately informed.
6. All PSTA Board Members will continuously be updated on the recommended succession plans (short and long-term) for the CEO position to ensure a smooth transition.
7. Throughout the year, PSTA's Human Resources Team shall obtain feedback from Managers to identify High-Potential employees and ensure their continued development through PSTA University and a Leadership PSTA Program.
8. The PSTA Human Resources Department will ensure that PSTA University continues to provide appropriate training in all departments.
9. The PSTA Human Resource Department shall develop and continue a Leadership PSTA program which will be PSTA's premier professional development program designed to develop and support high-potential employees.

Name: _____

Title: Board Chairperson

Signature: _____

Date: _____

Adopted: