

DIVERNON TOWNSHIP LIBRARY

EMERGENCY SUCCESSION POLICY

The Board of Trustees of the Divernon Township Library recognizes that this is a plan for contingencies due to the disability, death, or sudden departure of the Library Director.

If the organization is faced with the unlikely event of an untimely vacancy, the Divernon Township Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

Succession Plan in Event of a Temporary, Unplanned Absence

An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the Assistant Librarian is to immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan.

At the time that this plan would be approved, the position of Acting Director would be: the Assistant Librarian.

Authority and Compensation of the Acting Director

The person appointed as Acting Director shall have the full authority for decision-making and independent action as the regular Director.

The Acting Director will be offered a temporary salary increase of \$3.00 per hour until the Director returns or a permanent replacement is hired.

Board Oversight

The board member responsible for monitoring the work of the Acting Director shall be: the Board of Trustees President

The above named person will be sensitive to the special support needs of the Acting Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Director, the Board President will notify members of the Board of Trustees of the change.

As soon as possible after the Acting Director has begun covering the unplanned absence, Board members and the Acting Director shall communicate the temporary leadership structure to the following key external supporters of the Divernon Township Library. This may include (but not be limited to) contracted employees, civic leaders, and others.

Short-Term Temporary, Unplanned Absence

A short-term absence is one of more than one (1) week and less than two (2) months in which it is expected that the Director will return to their position once the events precipitating the absence are resolved.

In the event of a short-term absence, the above steps shall be taken until such time as the Director is able to resume their duties.

Long-Term Temporary, Unplanned Absence

A long-term absence is one that is expected to last more than two months in which it is expected that the Director will return to their position once the events precipitating the absence are resolved.

In the event of a long-term absence, the above steps shall be taken until such time as the Director is able to resume their duties with the following addition: The Board of Trustees will give immediate consideration, in consultation with the Acting Director, to temporarily filling the position left vacant by the Acting Director. This is in recognition of the fact that for a term of more than two months, it may not be reasonable to expect the Acting Director to carry the duties of both positions.

Completion of Short- or Long-Term Temporary Absence Period

The decision about when the absent Director shall return to lead the Divernon Township Library should be determined jointly by the Director and the Board President. They will decide upon a schedule and start date for the Director's return. A temporarily-reduced schedule may be allowed, by approval of the Board President, until the Director is able to resume their full-time duties.

Succession Plan in Event of a Permanent Change in Director

A permanent change is one in which it is firmly determined that the Director will not be returning to their position.

In the event of such a permanent change, the above steps shall be taken with the following addition: the Board President will offer the permanent position of Director to the Acting Director. If the Acting Director refuses the position, the Board of Trustees will immediately begin searching for a replacement to fill the role of Director.