

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 06/23/16	SECTION: Human Resources	
BOARD APPROVED ON: 08/08/18	DATE REVISED: 06/20/18	SUBJECT: Succession Planning Process	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 06/20/18, 08/22/19, 11/19/19		POLICY #: ED-040	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to establish a management succession planning process for employees.

The organization believes that the process for leadership development must start at the time an individual is hired as an employee. Therefore, the orientation checklist will include advancement in the organization as an item for discussion. The program supervisor will note those employees who express interest in advancing and evaluate their potential. It is not a mandatory program.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Human Resource and Quality Assurance Specialist/Program Supervisor
Program Supervisor

1. Will discuss opportunities for advancement with the new team member.
2. Continues the discussion while the employee is a member of their team.

Division Director

3. Will, at least quarterly, discuss leadership development and succession planning with the program supervisors and will focus on assisting with identifying employees who have expressed interest or who have been identified as a viable candidate for advancement.

Program Supervisor

4. At every performance evaluation the program supervisor will use the time as an opportunity to discuss the employee's interest in advancing to an upper level position in the organization.

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III. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
Program Supervisor	4. This discussion will be documented on the Leadership Development and Succession form that will then be attached to the performance evaluation for that employee.
Program Supervisor	5. A tracking system will be utilized that identifies employees who are being considered for and receiving training for any of the following positions; assistant supervisor, program supervisor, division director and executive director.
Program Supervisor / Division Director	6. The organization will identify and make available specific leadership training that fosters and supports movement to upper job levels and that is based on the needs of the employee considered for movement.