



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 250 Date Issued: March 18, 1993

Section: 200 – Administrative Policies Date Revised: July 28, 2022

SUBJECT: LINE OF SUCCESSION

APPROVED: <signed copy on file>

Board Chairperson

- 1.0 For the purposes of this policy, the Executive level line of succession for the Center shall be as follows:
 - 1.1 General Manager
 - 1.2 Assistant General Manager
 - 1.3 Division Manager according to Length of Service (as defined by Policy No. 1150)
 - 1.4 Coordinator according to Length of Service (as defined by Policy No. 1150)
 - 1.5 Supervisor according to Length of Service (as defined by Policy No. 1150).
- 2.0 Full time employees of the Center may be temporarily assigned to act in a higher position.
 - 2.1 Employees acting in a higher position shall have the full authority and responsibility of the position for which they are acting.
 - 2.2 Employees acting in a higher position should exercise care in areas with which they are unfamiliar.
- 3.0 Employees temporarily assigned to act at the Executive level should seek advice from the Board Chairperson where necessary.