

Policy Title: Emergency Succession Plan for JBG Site Presidents	Policy Number: 020-JBG	Pages 3
Date: September 29 th 2022	Supersedes: September 27 th 2018	
Cross Reference: SJHH, SJHC, SJVD Administrative By-Laws (documents available on the Board Portal) SJHS Policy #7-SYS-MO & #13-SYS-MO	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Policy Statement

The JBG recognizes that this is a plan for contingencies due to the disability, death or departure of the site Presidents of SJVD, SJHH and SJHC. If the organization is faced with the event of an untimely vacancy, the SJHS President and CEO ("CEO") has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The CEO in consultation with the JBG has reviewed the job description of the site Presidents, and has a clear understanding of the President's role in organizational leadership, program development, program administration, operations, JBG relationships, financial operations, resource development and community presence.

2.0 Succession Plan In the Event of an Unplanned Absence: Short-Term

A short-term absence is one of less than three months in which it is expected that the site President will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The CEO and JBG authorize the site Executive Team to implement the terms of this emergency plan in the event of the unplanned absence of the President.

In the event of an unplanned absence of the site President, the site Executive Team is to immediately inform the CEO and JBG Chair of the absence. As soon as it is feasible, the CEO and Chair should convene a meeting of the Officers of the Board and Executive Team to appoint an individual to the position of Acting President.

The CEO/Officers of the JBG may also consider the option of splitting executive duties among the designated appointees.

3.0 Authority and Compensation of the Acting President and CEO

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

The Acting President may be offered one of the following three options for compensation. 1) A temporary salary increase to the entry-level salary of the executive position. 2) A stipend during the Acting President period. 3) No additional compensation.

The CEO and JBG will be sensitive to the special support needs of the Acting President in this temporary leadership role.

4.0 Communications Plan

Immediately upon transferring the responsibilities to the Acting President, the CEO or JBG Chair will notify staff members, members of the JBG, the Foundation Boards and key volunteers of the delegation of authority.

As soon as possible after the Acting President has begun covering the unplanned absence, the CEO, JBG Chair and the Acting President shall communicate the temporary leadership structure to the following key external supporters of St. Joseph's Healthcare Hamilton. This may include (but not be limited to) St. Joseph's Health System, partner organizations (ex: Hamilton Health Sciences, Niagara Health System) the Public at large, Ministry of Health and Ontario Health West and Home and Community Care Support Services, Ontario Hospital Association, Council of Academic Hospitals of Ontario, Greater Health Hamilton Network, McMaster University and Mohawk College, etc.

5.0 Completion of Short-Term Emergency Succession Period

The decision about when the absent site President returns to lead the organization should be determined by the CEO, returning site President and the JBG Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the CEO and JBG Chair, with the intention of working their way back up to a full-time commitment.

6.0 Succession Plan In the Event of an Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The CEO/JBG will give immediate consideration, in consultation with the Acting President, to temporarily filling the management position left vacant by the Acting President. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting President to carry the duties of both positions. The position description of a

temporary position would focus on covering the priority areas in which the Acting President needs assistance.

7.0 Completion of Long-Term Emergency Succession Period

The decision about when the absent site President returns to lead the organization should be determined by the CEO, President and the JBG Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the CEO/JBG Chair, with the intention of working the way up to a full-time commitment.

8.0 Succession Plan in the Event of a Permanent Change in President and CEO

A permanent change is one in which it is firmly determined that the site President will not be returning to the position. St. Joseph's Health System Policy on site President Recruitment (#7-SYS-MO), outlines the search process. St. Joseph's Health System Policy on Succession Planning (#13-SYS-MO) outlines parameters for proactive succession planning at a Senior Management level.

9.0 Policy History: June 25th 2015; September 27th 2018; September 29th 2022

10.0 Next Scheduled Review Date: September 2025

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