

HUMAN RESOURCES

SECTION J

SUCCESSION PLANNING

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Horizons Centre	<p style="text-align: right;">Section J: Succession Planning Human Resources</p>
Policy J1:	Succession Planning
Policy:	Horizons Centre recognizes the need to be prepared for the vacancy of key positions within the organization and aims to be proactive in the planning for these vacancies.
Guiding Principle:	It is important to maintain overall stability and minimize disruption within the organization during times of transition.
Cross Reference	
Date Approved	October 21, 2008
Revised Date	May 15, 2018

Horizons Centre	<p style="text-align: right;">Section J: Succession Planning Human Resources</p>
Procedure J1:	Succession Planning
Procedure	<p>Succession planning is an ongoing process for the identification and assessment of possible leaders. Succession planning will incorporate the following elements:</p> <ul style="list-style-type: none"> • Identify appropriate candidates. • Provide candidates with the training and development necessary to fill key positions. • Employ hiring practices that are fair and equitable, and promote hiring from within. <p><u>Training</u></p> <p>Horizons Centre will provide job-training and professional development opportunities for employees that have been identified as candidates for Succession Planning. Training may include:</p> <ul style="list-style-type: none"> • Mentoring • Job Shadowing • Classroom Style Training
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