

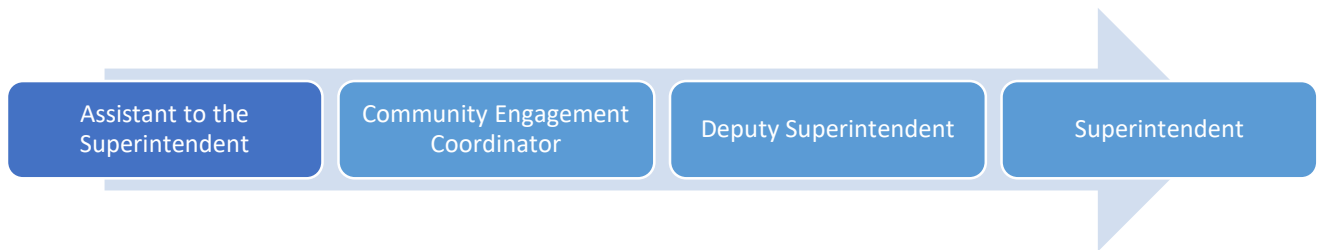
**Policy:** Leadership Succession Procedure  
**Adopted by City Council:** October 2022

The BPRYCS Department has adopted the following leadership succession procedures to plan for an unexpected incapacitation of the Superintendent or for a planned retirement/resignation of department supervisors. Succession planning is a process of identifying and developing new leaders to succeed current leaders. It is a proactive and systematic investment in building a pipeline of leaders within an organization and identifying strong candidates, so that when transitions are necessary, leaders at all levels are ready to act. The Leadership Succession Procedure does not guarantee advancement to any one individual as qualifications, accomplishments, certifications, interview processes, and other factors will ultimately play a role in final appointments. The plan does create clear trajectories and opportunities for internal advancement within the organization to ensure continuity of the BPRYCS mission of delivering high-quality services and facilities to Bristol residents.

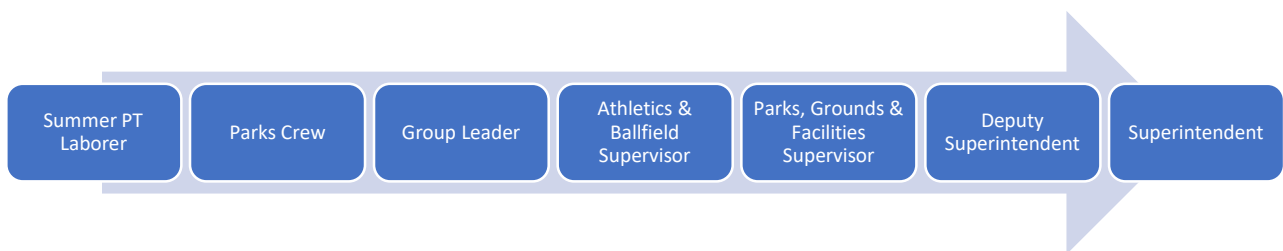
**Leadership Trajectory**

The BPRYCS Department has developed a leadership trajectory plan to allow employees at every level of the organization opportunity to move up in their careers.

*Administration Pathway*



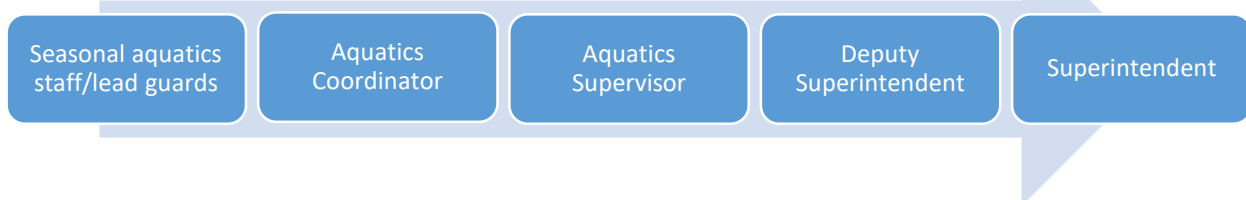
*Parks, Grounds & Facilities Pathway*



*Recreation Pathway*



*Aquatics Pathway*



### *Youth & Community Services Pathway*



### **Temporary Succession Procedure**

In the event of a temporary incapacitation or extended leave of absence for a leadership position in the department, a temporary succession protocol will be implemented to ensure continuity and no disruption in service. When a division supervisor is incapacitated the Deputy Superintendent or Coordinator/Assistant of the division may be asked to serve in the Acting Supervisor capacity. In the event of a specific term of absence or vacancy of the Superintendent, the Board of Park Commissioners shall nominate a duly qualified individual to serve as acting or interim Superintendent to be approved by the City Council (per section 43.h of the City Charter). Per the Leadership Succession Procedure policy, it is strongly recommended that the acting or interim Superintendent shall be the Deputy Superintendent unless there is a significantly compelling justification against the appointment.