



Policy

ACRC Executive Director Succession and Recruitment Policy

Scope:

Applies to the Alta California Regional Center Board of Directors (BOD) and the Executive Director (ED) position.

Rationale:

The purpose of this policy is:

- To ensure continuous coverage of executive duties, critical to ACRC's ongoing operations, in the event of a planned or unplanned, short-term or long-term absence of the Executive Director.
- To provide a recruitment strategy in the event of a long-term planned or unplanned absence which results in the vacancy of the ACRC ED position,

Temporary Succession Plan – Planned Absences

- In the event the ACRC ED is anticipated to be unavailable for one (1) business week or longer, he/she will notify the BOD and members of the Executive Management Team (EMT), of his/her identified designee who is authorized to act on his/her behalf during the absence. This notification should occur at least two (2) business days prior to the first day of absence.
- In the event the ACRC ED is anticipated to be out of the office for thirty (30) days or longer, the BOD will direct the ED's designee to ensure ACRC's social media information is updated appropriately with current contact information for public access.
- In the event of a planned absence of thirty (30) days or more, the BOD may consider granting the interim ED additional compensation for the duration of the assignment.

Temporary Succession Plan – Unplanned Absence

- In the event of a temporary, unplanned absence which results in the ACRC ED becoming incapacitated and/or not available, the BOD may appoint an interim ED.
- The BOD will immediately direct the interim ED to ensure ACRC's social media information is updated appropriately with their current contact information for public access.

- Following an unplanned absence of one pay period or more by the ED, the BOD may consider granting the interim ED additional compensation for the duration of the assignment.

Long-Term Succession and Recruitment

- In the event of a long-term, unplanned absence which results in the vacancy of the ACRC ED position, the BOD may appoint an interim ED.

Recruitment of the Executive Director of ACRC

ACRC's BOD is committed to the recruitment and hiring of the most qualified candidate for the position of Executive Director (ED). The intent is for the recruitment and selection process to be as neutral and transparent as possible, while still respecting the confidentiality of the applicants and decision-making process.

ACRC's BOD will not discriminate against any internal or external applicant for employment based on race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, physical or mental disability, medical condition, age, or on any other basis protected by Federal, state or local employment discrimination laws.

In the event that a long-term change in relationship is required, the BOD will appoint an Executive Transition Committee (ETC) within fifteen (15) business days. This Committee will be comprised of at least two (2) members of the BOD, and two (2) members of the Personnel Committee, or other BOD Members. It will be the responsibility of this ETC to implement the preliminary transition plan below:

- Communicate with key stakeholders regarding actions taken by the BOD in naming an interim successor, appointing the ETC, and implementing this policy.
 - The Agency will provide a current list of key stakeholders to the ETC who must be contacted, including the Department of Developmental Services (DDS), the Association of Regional Center Agencies (ARCA) and ACRC staff members.
 - Key operational contacts must also be included such as the financial institution(s) used for operations and payroll accounts.
- Consider the need for consulting assistance based on the circumstances of the transition, i.e. transition management services, executive recruitment/search consultants, etc.
- Meet with the identified interim ED (see above) to review short-term or urgent issues that may need to be addressed during the transition process.
- Meet with members of the ACRC Executive Management Team to identify attributes and characteristics which are important to considering the selection of the next ED.
- Meet to establish members of the Executive Search Committee (ESC) who will participate in the recruitment and selection process. The ESC may include members from the ETC, from the current and former ACRC BOD, and/or identified community partners, such as ARCA.

Once the ESC has been established, the members will meet with the ACRC Human Resources Director (HRD) to begin a multi-prong approach for recruiting

the most qualified candidate. This will include both internal and external recruitment efforts.

- **Internal Recruitment**

- The position will be posted internally using email announcement(s) and intranet postings.
- The email announcement(s) will be shared with the HR Directors/Managers of all other Regional Centers for advertisement within their respective Regional Centers.

- **External Recruitment**

- In the event the ETC elects to utilize a professional executive search vendor, to promote as neutral a hiring process as possible, the involvement of ACRC's HRD will be limited to the assistance and facilitation of the executive search firm vendor selection process for the ACRC BOD.
- ACRC's HRD will not participate in the determination or selection of an executive search vendor which will manage the external recruitment process. Final vendor selection of an executive search vendor will be made by the ACRC ETC and/or ESC.
- Once an executive search vendor has been selected, the BOD may request the HRD work directly with the chosen vendor to collaborate and partner on advertising and/or recruitment efforts.

- **Final Selection**

- Final selection of the most qualified candidate for the position of ACRC's Executive Director will be made by the ACRC Board of Directors.

Due Diligence

Under California law, an offer of employment must be made prior to any background check being conducted on a potential employee.

- After selection of the final candidate, the ACRC ETC will work with ACRC's HRD to ensure an Employment Agreement is appropriately prepared for verbal and written presentation to the candidate. The offer of the Agreement will be made contingent upon successful results from the background check. The elements of the background check will include, but are not limited to: Criminal History, Social Security Verification, Department of Motor Vehicles, Verification of Education/Degree, Verification of Employment, and Credit Check.

Once the results of the background check have been reviewed and communicated by the HRD to the ACRC ETC, and provided all results are favorable, members of the ETC will finalize the Agreement with the candidate, obtain final signatures, and confirm a start date of employment for the new ED.

Important Note

The sequence of the steps above is more important than any estimated time frames, which depend on the length of time before the departure and length of the search process.



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