



## Policy/Procedure for Fond du Lac County Health Department



**Public Health**  
Prevent. Promote. Protect.  
Fond du Lac County  
Health Department

<b>Program Area:</b>		<b>Policy/Procedure #:</b>	
Administrative		1.2e	
<b>Subject:</b>			
Succession Planning			
<b>Policy Statement:</b>			
This policy will ensure critical institutional knowledge of the Fond du Lac County Health Department is safeguarded when staff leave the department for any of the following reasons; leave of absence, acquire a new business opportunity, obtain a promotion, resign, retire, or death.			
<b>Effective Date:</b>		<b>Pertains to:</b>	
January 1, 2023		All staff	
<b>Contact:</b>		<b>Approved by:</b>	
Workforce Development Team		Health Officer	
<b>Relates to: (Policy, statute, ordinance, document)</b>			
<p>Workforce Development Plan Public Health Accreditation Board (PHAB) Version 1.5</p> <ul style="list-style-type: none"> <li>• PHAB 8.2: Ensure a competent workforce through the assessment of staff competencies, the provision of individual training and professional development, and the provision of a supportive work environment</li> </ul> <p>Public Health Accreditation Board (PHAB) Reaccreditation Version 2022</p> <ul style="list-style-type: none"> <li>• PHAB 8.2: Build a competent public health workforce and leadership that practices cultural humility</li> </ul>			
<b>Appendices:</b>			
Succession Planning Worksheet Pathway: S:\HD Personnel\Succession Planning Worksheet			
<b>Background (if applicable):</b>			
Health departments are responsible for ensuring there is an established succession plan to provide continuity in leadership and avoid extended vacancies within all program areas.			
<b>Procedure:</b>			

- 1) The Workforce Development Team developed a succession planning worksheet. The worksheet describes the positions key tasks, states identified backups for each task and outlines daily, weekly, monthly, quarterly and annually tasks.



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- a. The template worksheet is stored in the HD Personnel folder in the health drive. Pathway: S:\HD Personnel\Succession Planning Worksheet
  - b. Each staff will create their own folder to access their personalized succession planning worksheet.
  - c. There is an archived folder for termed staff.
- 2) Staff are responsible for filling out the worksheet and keeping it up-to-date.
  - 3) Timely and thorough reviews of the staff's planning worksheet will occur during staff's annual performance review. Program supervisors will review the planning worksheet, discuss current responsibilities to ensure tasks are still appropriate, and will make adjustments where it is necessary.

