

ORDER OF SUCCESSION

Complete a worksheet for each essential function. In the first column below, list the key positions identified in the Worksheet, Essential Functions and Key Positions. Then in the remaining columns, list the positions that would assume the authority of the key position if it became vacant unexpectedly, i.e., illness, injury, special assignment, termination of employment, etc. Consider the qualifications necessary to perform in the key position and the qualifications of the successor positions, as well as organizational and geographical proximity. The same successors may be named for different key positions, but avoid designating the same position / person as the first successor to several key positions.

ESSENTIAL FUNCTION:

Key Position	Successor 1	Successor 2	Successor 3	Successor 4