

LCCS POLICY 100

Delegation of Executive Authority

Original Issue Date:	11/18/1992,
Revision Dates:	2/09/1999, 8/14/2013, 12/5/2018
Revision Number:	3
Current Effective Date:	12/5/18
Board Approval Date:	12/5/18
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	This policy applies to all agency staff.
Responsibility:	All LCCS Administrative and Management staff.
Purpose:	To establish procedures to ensure accessibility to the Executive Director or a designee with executive authority in his absence as required by OAC 5101:2-5-13 (21), "Required agency policies," and to assure maintenance of agency operations and services.
Legal Cite:	O.R.C. 2151.427, 5153.10, 5153.11, 5153.113, 5153.18, 5153.126, 5153.127 O.A.C. 5101:2-33-21, 5101:2-33-56, 5101:2-33-70

POLICY STATEMENT

LCCS staff and ODJFS representatives will have access to the **Executive Director** or another individual to whom the Executive Director has delegated authority at all times for decisions regarding families or children to whom LCCS is providing a service.

PROCEDURE - including required timeframes and documentation

The Executive Director has designated a formal back-up system for times when he/she is away from the agency and cannot be reached. See Board Resolution #07-98, approved 9-9-98, #02-13 approved 8-14-13, and #11-18 approved 12-19-18. The resolution provides as follows:

- In the absence of the Executive Director, the Director of Support Services is appointed as the designated person to act on the Executive Director's behalf.
- In the absence the Executive Director and Director of Support Services, the Director of Social Services is the designated person to act on their behalf.
- In the absence of all of the above parties, the Director of the Administrative Services Division is the designated person to act on their behalf.

During Regular Working Hours

When the Executive Director is away from the agency, follow the designated back-up system as outlined above. The designated person will consult with the Director/Manager holding primary responsibility for the specific area in question before making a decision.

During Non-Working Hours

The current after-hours protocol is followed after normal working hours on workdays, as well as weekends, holidays and any time the agency is closed on an emergency basis.

The supervisor will decide in specific situations whether it is necessary to bump up the particular situation to the next level of the chain-of-command, ending with the Executive Director (e.g. Policy #152 – Notification Procedure for Serious Injury/Illness or Death of Children in Custody/Substitute Care).

If contact with the Executive Director is determined to be necessary and he/she cannot be contacted, the designated back up will be contacted to make a decision.

When no immediate executive action is necessary, but it is important to inform the Executive Director of a situation, the appropriate department manager is responsible for calling the Executive Director and Director with primary responsibility no later than 9:00 a.m. on the next working day. Situations that occur on the weekend and/or a holiday weekend should be carefully evaluated to determine if next working day notification is an adequate, timely response. Examples of such situations include, but are not limited to, the following:

- Major damage to agency property
- Injury to an employee
- Case related situations, which may become the focus of media attention.

CASE PRACTICE GUIDES

All Caseworkers of Record and Managers need to be aware of the current After-Hours Protocol.

RELATED POLICIES and FORMS

- LCCS Policy #152 (Notification Procedure for Serious Injury/Illness or Death of Children an Out-of-Home Care Setting)
- LCCS Policy #110 (Signature Authorization)