

# ***CITY PERSONNEL POLICY***

## **DESIGNATION OF EMERGENCY INTERIM SUCCESSORS**

Policy # 8-00

*Approved by Personnel Board: 8/26/99*

*Michele Frost, Personnel Director*

*Approved by City Council: 4/4/00*

*Council President Paul Koneck*

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

Section 8-51 through Section 8-57 of the Omaha Municipal Code requires the Mayor to file a list of "Emergency Successors" to key City employees in the event of a City emergency or disaster. To meet this requirement, annually each director shall furnish a list of no fewer than three interim successors and their home addresses and telephone numbers to the City Personnel Director, who shall compile this information. The list will be furnished to the Mayor for filing with the City Clerk.

Each designee must have the qualifications to hold the office of his/her director. Any subsequent changes in interim successors shall be made in writing to the Personnel Director and furnished to the Mayor for filing with the City Clerk.