

# Regional Water Authority/ Sacramento Groundwater Authority

## Executive Director

### Performance Evaluation Procedure

**Procedure Date:** Approved by RWA Executive Committee: July 27, 2005

#### **Purpose of Evaluation**

The five purposes of the performance evaluation are:

1. To clarify the role and responsibilities of the Executive Director.
2. To strengthen the relationship among the Executive Director, the Regional Water Authority (RWA) Board of Directors and the Sacramento Groundwater Authority (SGA) Board of Directors.
3. To give the incumbent feedback on his/her performance and to identify areas of strength and where improvement may be needed.
4. To establish personal performance objectives for the Executive Director.
5. To provide a basis for a compensation adjustment.

#### **Frequency**

The schedule for evaluating the Executive Director will be established jointly by the Authorities and the Executive Director. Performance Evaluation of the Executive Director will be performed annually or more frequently as determined by the Authorities.

#### **Who is Involved**

The RWA Chair will select an Evaluation Committee comprising 4 members with 2 members from the RWA Executive Committee and 2 Board Members from the SGA. Representatives on the Evaluation Committee will not be from the same agency. The Chairs of the RWA and the SGA will typically serve on and co-chair the Evaluation Committee.

The Evaluation Committee may also solicit input from other Board members, Utility Directors and Managers from the member agencies.

Note: The Executive Director is an employee of the Regional Water Authority with which the Sacramento Groundwater Authority contracts for management, administrative and staff services.

#### **Confidentiality**

Consistent with Government Code sections 6254(c) and 54957 and common law privacy protections, Board members involved with the evaluation process will maintain the confidentiality of all privileged and/or confidential evaluation materials and discussions.

#### **Evaluation Procedure**

The evaluation procedure will typically include the following chronological steps:

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*Days indicated are approximate.  
A schedule will be coordinated at the direction of the Co-Chairs*

*Day 1 of the process*

*Meeting No. 1: Evaluation Committee including Executive Director*

*Action by Evaluation Committee and Executive Director*

- 1. A preliminary meeting is to be held annually with the Evaluation Committee and the Executive Director to review and concur on the evaluation form, evaluation procedures and criteria to be evaluated and to set a timetable for completion of the process.**

**The annual work plans, goals, and objectives adopted by the RWA and the SGA shall serve as a basis for the criteria to be evaluated.**

*Days 1 through 7*

*Action by Executive Director*

- 2. Following the preliminary meeting, the Executive Director will complete a self-assessment using the evaluation form. The Executive Director will forward a copy of the self-evaluation along with a copy of a blank evaluation form with performance evaluation instructions to members of the Evaluation Committee and the members of the RWA Executive Committee.**

*Days 8 through 15*

*Action by Evaluation Committee & RWA Executive Committee Members*

- 3. Following receipt of the self-assessment, individual Evaluation Committee members and RWA Executive Committee members will complete the evaluation form and forward a copy to the Chair of the RWA. At the discretion of the Chairs, input and/or evaluations from other RWA and or SGA board members may be solicited for the Evaluation Committee's consideration.**

*Day 16*

*Meeting No 2: Evaluation Committee Meeting*

*Action by Evaluation Committee*

- 4. The Evaluation Committee will meet to review and discuss the evaluations and the self assessment and will prepare a draft "Performance Report", which will represent a summary and compilation of the results of the evaluations. The draft "Performance Report" may include personal performance objectives, both generally and for each Authority, for the Executive Director.**

*Day 18*

*Meeting No. 3a: Evaluation Committee Meeting including Executive Director*

- 5. The Evaluation Committee will conduct an interview session with the Executive Director to discuss the evaluation results and the draft "Performance Report" and the Executive Director's compensation.**

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**Members of the Evaluation Committee and the Executive Director, at their discretion, may provide data regarding the evaluation of compensation.**

*Day 18*

*Meeting No. 3b: Evaluation Committee*

*Action by Evaluation Committee*

- 6. Following the interview session, the Evaluation Committee will convene to amend the draft “Performance Report”, if appropriate, and to discuss and provide a written recommendation for adjustments, if any, to the Executive Director’s compensation.**

*Day 18*

*Meeting No. 3c: Chairs of the RWA and the SGA*

*Action by Chairs of RWA and SGA*

- 7. The Chairs of the RWA and the SGA will conduct a conference with the Executive Director to discuss the recommendation, if any, to the Executive Director’s compensation.**

*Day 18*

*Action by Chairs of RWA and SGA*

- 8. The draft “Performance Report” will be signed by the Chairs of the RWA and the SGA and personally delivered by the Chair of the RWA Executive Committee for discussion in closed session at a future noticed meeting of the RWA Executive Committee.**

**If appropriate, a written recommendation for adjustments, if any, to the Executive Director’s compensation will be signed by the Chairs of the RWA and the SGA and personally delivered by the Chair of the RWA to the RWA Executive Committee for discussion in open session at a future noticed meeting of the RWA Executive Committee.**

*Day 25 (The RWA Executive Committee should have the draft “Performance Report” in their hands a week prior to the RWA Executive Committee Meeting)*

*Meeting No. 4: RWA Executive Committee, Evaluation Committee (and Executive Director)*

- 9. The draft “Performance Report” will be discussed in closed session at a noticed meeting of the RWA Executive Committee. Attendance and participation by all members of the Evaluation Committee (includes 2 SGA representatives) at this session is encouraged. At the discretion of the RWA Executive Committee, the Executive Director may be asked to participate in portions of the closed session. The RWA Executive Committee will consider approval (or approval with appropriate amendments) of the final “Performance Report”.**

**Upon conclusion of the closed session discussion and approval of the final “Performance Report” the RWA Executive Committee will reconvene in open session to discuss the Evaluation Committee’s compensation adjustment**

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recommendations (if any). Attendance and participation by the Evaluation Committee at this session is encouraged. The RWA Executive Committee may choose to ratify or amend the compensation recommendation of the Evaluation Committee before forwarding a final compensation recommendation to the RWA Board of Directors for consideration.

*Day 30*

*Meeting No. 5: RWA Chair, SGA Chair, Executive Director*

- 10. At the discretion of the Chairs, a final meeting may be convened with the Executive Director to discuss the final “Performance Report” along with the Evaluation Committee’s compensation adjustment recommendations (if any).**

*Day 30*

*Action by Executive Director*

- 11. The final “Performance Report” will be included in the Executive Director’s personnel file and will be used as a basis for evaluation the following year.**

*Day 45 (Assuming that RWA Board Meeting is in the month immediately following the RWA Executive Committee Meeting noted as Meeting No. 4 above)*

*Meeting No. 6: RWA Board of Directors Meeting*

*Action by RWA Chair and RWA Board of Directors*

- 12. The RWA Board of Directors will receive and discuss the RWA Executive Committee’s compensation recommendation (if any) in open session at a noticed meeting of the RWA Board of Directors. The RWA Board of Directors may choose to ratify or amend the compensation recommendation of the RWA Executive Committee.**

Evaluation Committee Meetings:	3
RWA Executive Committee Meetings:	1
RWA Chair & SGA Chair Meetings:	2
RWA Board of Directors Meetings:	1