

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Human Resources
Policy Title : Executive Director Performance Evaluation Procedure
Policy Number : 400.4
Date Adopted : July 27, 2005
Date Amended : November 8, 2012
September 8, 2022

Purpose of Evaluation

The five purposes of the performance evaluation are:

1. To review performance for the Executive Director over the past year based on skill sets and implementation of strategic plan priorities.
2. To give the feedback on the Executive Director's performance and to identify areas of strength and where improvement may be needed.
3. 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.
4. To provide a basis for adjusting compensation and other contract terms and conditions.
5. To establish priorities for the Executive Director for the coming fiscal year.

Frequency

Performance Evaluation of the Executive Director will be performed annually or on a schedule otherwise determined by the RWA and SGA Chairs.

Annualized performance period shall be from April 1 through March 31.

Performance review process shall be March 31 through June, with final Executive Committee Action at the June Meeting.

Who is Involved

The RWA Chair will select an Evaluation Committee composed of four or six members with an equal number of members drawn from the RWA Executive Committee and SGA Board of Directors. Members of the Evaluation Committee may not be from the same agency. Whenever feasible or appropriate, the Chair of the RWA will chair the Evaluation Committee and the Chair of the SGA will serve on the Evaluation Committee. Whenever feasible the respective vice chairs of RWA and SGA are encouraged to participate in the process. At least one member of the committee shall be an elected official from a different member agency.

Note: The Executive Director is an employee of the RWA, with which the SGA contracts for management, administrative and staff services.

Confidentiality

Consistent with Government Code sections 6254(c), 54957 and 54963, and common law privacy protections, Board members and other individuals 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. Days indicated are approximate. The schedule for evaluating the Executive Director's performance will be established jointly by the Evaluation Committee Chair and the Executive Director. For the final step to be completed at the July RWA Board of Directors meeting, the process will need to be initiated no later than May 1.

1. Evaluation Procedure Initiation (Day 1) Action by Evaluation Committee and Executive Director

A preliminary meeting will be held with the Evaluation Committee and the Executive Director to:

- Review the RWA Strategic Plan and SGA Groundwater Sustainability Plan and the related priorities set for the year, acknowledging some may have changed during the year.
- Review the Executive Director's evaluation from the prior year.
- Review and concur on the content of the evaluation form, evaluation procedures and performance criteria and performance evaluation instructions.
- Set a schedule for completing the evaluation process.

2. Distribution of Evaluation Forms (No Later than Day 7) Action by Evaluation Committee Chair

The Evaluation Committee Chair will send evaluation forms with the agreed upon performance evaluation instructions to the Executive Director and members of the RWA and SGA Boards of Directors. The instructions will require that the completed evaluation forms be returned to the Evaluation Committee Chair within two weeks.

3. Return of Evaluation Forms (No Later than Day 21) Action by Evaluation Committee & RWA Executive Committee Members

- The Executive Director will complete a self-assessment using the evaluation form and return a copy to the Evaluation Committee Chair.
- Members of the RWA and SGA Boards of Directors will complete the

- evaluation form and return a copy to the Evaluation Committee Chair.
- Only one evaluation form should be returned to the Chair of the Evaluation Committee by each member agency.
 - All evaluations returned will require appropriate identification for consideration as valid input. Anonymous submissions will not be included in the process. It may be necessary for members of the Evaluation Committee to reach out to members who have submitted evaluations to clarify input received.

4. Meeting to Review Assessments and Draft Performance Report (No Later than Day 28)

Action by Evaluation Committee

The Evaluation Committee will meet to review and discuss the assessments, the Executive Director's self-assessment and any input solicited or provided from others. The Evaluation Committee will prepare a draft "Performance Report," which will represent a summary of the results of the evaluations and any other valid input obtained.

5. Evaluation Committee Meeting including Executive Director (No Later than Day 35)

Action by Evaluation Committee and Executive Director

- The Evaluation Committee will conduct an interview with the Executive Director to discuss the input received, and the draft Performance Report.
- Members of the Evaluation Committee and the Executive Director, at their discretion, may provide information regarding proposed adjustments to compensation and other contract terms and conditions.
- The Evaluation Committee and the Executive Director shall discuss priorities from the strategic plan set by the RWA and SGA Boards of Directors and priorities of the Groundwater Sustainability Plan that will require focused attention in the coming year. Note: The Executive Director will facilitate an annual process to identify the Board established RWA strategic plan priorities prior to the evaluation process.
- The Evaluation Committee and Executive Director will have initial discussions on any proposed adjustments to the Executive Director's compensation and contract terms and conditions.

6. Follow-Up Meeting of Evaluation Committee (No Later than Day 42)

Action by Evaluation Committee

Following the interview, the Evaluation Committee will convene or correspond to prepare the final draft Performance Report as appropriate, and to discuss and provide written recommendations for adjustments, if any, to the Executive Director's compensation and other contract terms and

conditions including priorities from the strategic plan for the coming year.

7. Distribution of Final Draft Performance Report to RWA Executive Committee

Action by Evaluation Committee Chair

The final draft Performance Report will be delivered by the Evaluation Committee Chair to the members of the RWA Executive Committee not less than four working days prior to the meeting at which it will be discussed. The Evaluation Committee shall also deliver written recommendations for adjustments to the Executive Director's compensation or contract terms and conditions, if any.

8. RWA Executive Committee

Action by RWA Executive Committee, Evaluation Committee, and Executive Director

In closed session at a noticed regular meeting, the Evaluation Committee Chair will present the draft Performance Report to the RWA Executive Committee. Attendance and participation by all members of the Evaluation Committee 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.

During the closed session, the Evaluation Committee and Executive Committee may also discuss any recommendations for adjusting the Executive Director's compensation or contract terms and conditions proposed by the Evaluation Committee. The RWA Executive Committee may choose to ratify or amend the recommendations of the Evaluation Committee before forwarding final recommendations for adjusting the Executive Director's compensation or contract terms and conditions to the RWA Board of Directors for consideration.

9. RWA Board of Directors

Action by Evaluation Committee and RWA Board of Directors

In closed session at a noticed regular meeting, the Evaluation Committee Chair will present an update on the final Performance Report to the RWA Board of Directors. Attendance and participation by all members of the Evaluation Committee 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 Evaluation Committee and RWA Board of Directors may also discuss the Executive Committee's recommendations for adjusting the Executive Director's compensation or contract terms and conditions, if any.

Upon conclusion of the closed session, the RWA Board of Directors will reconvene in open session and discuss adjustments to the Executive Director's compensation or contract terms and conditions, if any. The RWA Board of

Directors may choose to reject, ratify, or amend the recommendations of the RWA Executive Committee.

Setting Priorities for the Following Year

The Executive Director Shall lead the following procedure to set priorities for the coming year:

1. The Executive Director shall solicit input on the strategic plan and/or other priorities from the members.
2. The input from members shall be reviewed by the Executive Director, staff and the Executive Committee.
3. The Executive Director shall propose strategic plan and/or other priorities to the Executive Committee.
4. The Executive Committee should propose the priorities to the Board for adoption.

Executive Director Bonus Policy

This policy governs the award of an annual, discretionary bonus to the Executive Director if a discretionary bonus is authorized by a written employment agreement between the Executive Director and RWA.

If the written employment agreement contains a term with parameters for the bonus amount, then the agreement shall control. If the written employment agreement does not contain such a term, then the Executive Director's bonus, if any, shall not exceed 10% of the Executive Director's salary on the effective date of the bonus.

When the RWA Board of Directors determines the eligibility for a discretionary bonus, the Board shall consider if the Executive Director has met organizational expectations "**MEETS EXPECTATIONS**" in the following areas:

- 1) Core Competencies
- 2) Job Knowledge and Competence
- 3) Implementation of the RWA Strategic Plan
- 4) Engagement on SGA Priorities

When the RWA Board of Directors determines the amount of a discretionary bonus, the Board shall consider the following factors:

- 1) The overall fiscal health of the RWA Budget. The Bonus itself shall not be funded through debt or reserves.
- 2) Unique performance demonstrated or rated performance that "**EXCEEDS EXPECTATIONS**" or is "**SUPERIOR**".
- 3) Overall Membership Stability.