

District Manager Performance Evaluation

B-170

Purpose: This policy establishes the methodology and schedule for evaluating the performance of the District Manager.

B-170-10 The District Manager of the District is retained and serves at the will of the Board of Directors and has general authority over personnel matters and authority to administer the District. The Board of Directors shall review the performance of the District Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

B-170-20 The performance evaluations should occur in properly noticed closed session at the Regular Board Meeting in March of each year, or on another date mutually acceptable to the Board of Directors and the District Manager. The Board secretary shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the District Manager.

B-170-30 For the 2010 evaluation the existing District Manager Evaluation Form should be used. Annually thereafter, the Board of Directors will agree upon an evaluation methodology to be employed. Many types and forms of evaluation are available to the Board, some more intricate than others. In some cases, an organizational consultant may be used to assist the Board with the process. Board of Directors shall be encouraged to prepare input prior to the Board of Directors meeting.

B-170-40 At a minimum, during a scheduled closed session(s), the Board should meet as a group with the District Manager to verbally discuss the components of the performance evaluation and received feedback from the District Manager relative to his/her assessment. The Board of Directors and District Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period. These goals and objectives should include expectation that coincide with the District Strategic Plan deliverables for a given year. If requested by the Board and/or the District Manager, the District's Legal Counsel, and/or organizational consultant may attend the evaluation session.

Following the meeting with the District Manager, the Board shall meet and determine an overall evaluation of the District Manager's performance for the past review period and provide written notification to the District Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the District Manager and a copy kept in the District Manager's personnel file. The performance evaluation shall be held strictly confidential. Any decision on a change in compensation shall be made at a public meeting following the closed session evaluation meeting.