



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by: *[Signature]* Date: 6/16/17
General Manager

DATE: June 16, 2017
TO: Board of Directors
FROM: Human Resources Manager
SUBJECT: General Manager Annual Performance Review Process

RECOMMENDATION: That the Board approve the revised General Manager Annual Performance Review Procedures.

BACKGROUND

The General Manager Performance Review Procedures establishes a schedule for completion of the process. Timely completion of the annual General Manager Performance Evaluation is critically important as it serves to provide guidance and direction to the General Manager for effective execution of the District's mission and his related responsibilities. Additionally, it is the basis for any compensation adjustments as may be deemed appropriate by the Board.

DISCUSSION

The Board approved the 2017 Board meeting calendar in November 2016. As reminded by the General Manager at the May Board meeting, staffs intends to cancel the August and December Board meetings, which was reflected on the 2017 calendar. The August 2016 Board meeting was also cancelled. In an effort to complete the evaluation in a timely manner, and in consideration of the August Board meeting cancellation, staff presented proposed changes to the procedures to the Personnel Committee for discussion and input. The attached revision includes the suggested changes by the Personnel Committee.

CONCLUSION

It is therefore recommended that the Board approve the Revised General Manager Annual Performance Review Procedures.

Berta R. Torres
Berta R. Torres

Attachment

Monterey Regional Waste Management District
GENERAL MANAGER
PERFORMANCE EVALUATION PROCEDURE

PURPOSE

The purpose of the performance evaluation procedure of the General Manager is:

1. To develop a consensus evaluation by the Board of Directors;
2. To strengthen the relationship between the Board and the General Manager, and staff;
3. To give the General Manager feedback on his or her performance and to identify strengths and areas where improvement may be needed; and
4. To provide a basis for possible compensation adjustment and/or incentive award.

PROCEDURE

The evaluation procedure will include the following steps:

1. ***July/August
June
Committee
Meeting:***
 - A meeting is held annually with the personnel committee and the General Manager to review the evaluation procedures, evaluation criteria and set timetables for completion of the steps.
2. ***August-July
Board
Meeting:***
 - In closed session, ~~The the~~ General Manager ~~prepares an~~ presents a annual report on the status of the General Manager's achievement and/or self-assessment of his performance and achievement of goals (as set by the Board) for the previous fiscal year, ~~and provides the report to the Board for discussion in closed session.~~ The Board shall receive the General Manager's Performance Review form template.
 - In open session, the General Manager presents his proposed goals for the new FY for Board consideration and discussion. The Board may accept, amend, or otherwise provide additional direction to the General Manager as it relates to specific objectives or goals for the new FY.
3. ***September
Board
Meeting***

~~The Board discusses the General Manager's Draft Goals for the current fiscal year with the General Manager in open session. The Board will also carry out and conclude the overall annual Performance Evaluation~~

August:

 - The General Manager's Performance Review form received at the July Board meeting, shall be completed by all Board members and submitted to the HR Manager by the third Friday in August.
 - The HR Manager shall forward all completed forms to the Board Chair by the fourth Friday in August.
 - The Board Chair shall consolidate the data and prepare the final General Manager Performance Review form and submit to the HR Manager by the first Friday in September, so that it can be included in the September Board meeting closed session packet.
4. ***September
Board
Meeting:***
 - In closed session, the Board will present the General Manager his overall annual Performance Evaluation for the previous FY.
 - In open session, the Board may act on any merit increase or incentive award for the General Manager, or it may refer the matter for further negotiations (to, for example, the Board Chair and Vice Chair, or to the Personnel Committee).
 - In open session, the General Manager presents his final goals for the FY, (as directed by the Board at the July meeting, for Board approval.