

GOVERNING BOARD POLICY
Antelope Valley Air Quality Management District

Policy No: 11-06
Effective Date: January 18, 2011

Adopted: January 18, 2011
Amended:

Last Review: February 17, 2015

SUBJECT: EVALUATION PROCEDURES – ANNUAL EVALUATION OF EXECUTIVE MANAGEMENT STAFF.

POLICY:

It is the policy of the Governing Board of the Antelope Valley Air Quality Management District (District) to have an orderly procedure by which to conduct the annual evaluations of Executive Management as appointed pursuant to Health & Safety Code §41350 (specifically the Executive Director/Air Pollution Control Officer)

AMPLIFICATION OF POLICY:

A. Purpose

The performance expectations of Executive Management shall be reviewed annually for adjustments to the mission and goals of the organization. An evaluation of the performance and review of the compensation and benefits of Executive Management will be conducted at least annually by the members of the Governing Board.

B. Procedures

The evaluation of Executive Management shall be initiated during the final quarter of the fiscal year and completed prior to the adoption of the District's annual budget.

1. April

a. The Executive Management Evaluation Package is prepared by the Director of Administrative Services, under the direction of the Board chairperson and will be distributed to the members of the Governing Board.

b. An Evaluation Rating Form for each position is prepared by the Director of Administrative Services and will be provided to each Governing Board member. Comments must be returned to the Chair not later than the April meeting of the Governing Board. Self-addressed stamped envelopes will be provided.

- c. Evaluation rating forms will be assigned random number references for each member to assist the Chair in promoting participation by members of the Governing Board.
- d. Copies of the Evaluation rating forms will be provided to the agency from which air pollution control services and services of Executive Management are purchased pursuant to contract.

2. May

- a. An Evaluation Package consisting of: An Evaluation Rating Summary (compiled by the Chair, or confidential designee) will be prepared and provided to Members of the Governing Board.
- b. The Governing Board may meet in closed session to discuss the evaluation package with the holder of the Executive Management position.
- c. The Governing Board may meet in closed session to discuss the evaluation package and to make any recommendations and/or suggestions regarding Executive Management to the agency from which air pollution control services and the services of Executive Management are purchased pursuant to contact.

Signed:

_____/s/_____, Chair
Antelope Valley Air Quality Management District