



EXECUTIVE DIRECTOR PERFORMANCE APPRAISAL PROCESS

According to the past year's Performance Appraisal Process, the following steps have been taken by the Board and / or the Director:

THE DIRECTOR:

1. The Director submits the year's Goals and Objectives to the Personnel Committee.
2. The Director submits the Performance Appraisal Evaluation Form to be completed electronically by the Personnel Committee.
3. The Director submits the Director's Analysis and Review of the Goals and Objectives.

THE PERSONNEL COMMITTEE:

1. The Committee will meet to review all documents.
2. If needed, the Committee will request a meeting with the Executive Director to review any of the documents.
3. The Committee discusses the Executive Director's performance and complete the Performance Appraisal Evaluation Form.
4. The Committee discusses any pay and/or bonus adjustments for the Executive Director for the contract year.
5. The Committee recommends the MPSEOC Executive Board consider a wage increase for the Executive Director for the contract year.

THEN, ONE MEMBER OF THE SUBCOMMITTEE WILL NEED TO:

1. Compile the ratings, complete the form electronically, and share with the Board.
2. Send the completed form to the entire Board for review with any recommendations for pay and/or bonus adjustments.
3. Once approved, share the completed, signed form and a memo (summarizing the form and indicating monetary changes) with the Executive Director.
4. The Executive Director will respond to the form and memo within 10 days.
5. Any changed pay/bonus will be adjusted to start with the organization's current fiscal year.