

POLICY TITLE: Performance Evaluations - General Manager
POLICY NUMBER: 2175

2175.1 The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six (6) months of service after appointment and then bi-annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2175.1.1 After the initial review, these performance evaluations shall be done between January 1st and March 31st and in June of each year or on another date mutually acceptable to the Board of Directors and the General 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 General Manager.

2175.2 The performance evaluations should occur in closed session.

2175.2.1 To aid in its review of the General Manager, the Board of Directors shall use the two (2) page form titled "General Manager - Performance Review" which follows. The form will be completed prior to the formal performance review session. Directors shall prepare input on the form prior to the Board of Directors meeting.

2175.3 During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

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

2175.4 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Revised, Approved and Adopted July 23, 2024
Revised, Approved and Adopted February 27, 2018