Senior Staff Annual Evaluation Procedure

Who is evaluated? – CEO and COO. They will evaluate employees who report to them.

A. Who does the evaluations?
   a. Entire Board and other senior personnel who work closely with the CEO and COO
   b. The CEO and COO prepare their own self-evaluations, using the same forms, as well as updates to their job descriptions.

B. Instruments for review
   a. Evaluation form
   b. Existing job description
   c. Board determined goals for past 12 months
   d. CEO and COO updated reports of actual job description
   e. Focus on performance against existing and actual job descriptions and success in achieving Board determined goals for that time period.

C. Who compiles
   a. Legal counsel assistant will compile by averaging each item and preparing in spreadsheet form with comments. All responses will be kept anonymous(i.e. neither senior staff nor other board members will know who said what)

D. Review with Senior Staff
   a. The two board members who work closest with senior staff will review the Board evaluations, including comments along with the job descriptions and staff self evaluations.
   b. These Board members will meet with senior staff to discuss results, revisions to job descriptions, managerial structure, as well as staff expectations for future compensation.
   c. Staff will sign off on their job descriptions.

E. The assigned directors will do a summary presentation to the Board in closed session, with Q&A. They will recommend salary adjustments and bonuses if appropriate.

F. Senior staff will be invited into the Board meeting as needed for Q&A.

G. Guidelines for determining compensation adjustments
   a. Staff expectation
   b. Cost of living increase based on inflation
   c. Bonus based on performance
   d. Possible small salary increase and bonus
   e. Consideration of what it takes to retain staff/morale

H. Performance evaluations do not guarantee a bonus or an adjustment in salary. Bonuses and salary adjustments are always in the sole discretion of the Board.