

**GOVERNING BOARD POLICY**  
*Mojave Desert Air Quality Management District*

Policy No: 04-02  
Effective Date: May 24, 2004

Adopted: May 24, 2004  
Amended: January 24, 2005  
January 28, 2008  
January 28, 2013

/s/  
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Barbara Riordan, Chair

Last Review: January 26, 2015

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

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**POLICY:**

It is the policy of the Governing Board of the Mojave Desert Air Quality Management District (District) to conduct periodic performance evaluations and to have an orderly procedure by which to conduct the periodic evaluations of Executive Management as listed in Group E of the District's Exempt Compensation Plan.

**AMPLIFICATION OF POLICY:**

A. Purpose

The performance expectations of the Executive Management shall be reviewed for adjustments to the mission and goals of the organization. An evaluation of the performance will be conducted at least annually. A review of the compensation and benefits of the Executive Management subject to an employment contract will be periodically conducted by the members of the Governing Board either annually, or as set forth in the contract.

B. Procedures

The evaluation of the Executive Management shall be initiated in manner as to deliver the results to the Governing Board during the final quarter of the calendar year.

1. Personnel Committee

The Governing Board shall appoint a Personnel Committee of not fewer than three members, and the Board Chair will serve as the Committee chair. The members of the Personnel Committee shall be compensated for attendance at meetings that are held on days when the Governing Board does not meet (see Governing Board Policy 06-01).

## 2. Staff Actions

- a. The Executive Management Evaluation Package will be prepared by the Director of Administrative Services, in consultation with each executive to be reviewed and will be distributed to the Personnel Committee. The Evaluation Package shall consist of:
  - i. An Evaluation Rating Sheet
  - ii. An Evaluation Rating Summary (compiled by the chairperson, or confidential designee, which displays the numeric and/or graphic results of the Evaluation Rating Forms),
  - iii. The employee's current compensation package,
  - iv. Executive Management's Salary and Compensation History,
  - v. The employee's employment contract, if applicable
  - vi. Annual Compensation Survey (if required by contract)
- b. An Evaluation Rating Form for each applicable position will be prepared by the Director of Administrative Services under the direction of the Board Chair. The Evaluation Rating Form will be provided to each Governing Board member in a manner that allows for anonymity. Completed evaluation forms including comments must be returned to the Chair, or designee, in the amount of time designated. Self-addressed stamped envelopes will be provided, if needed.
- c. Evaluation rating forms may be assigned random number references to assist the Chairperson in promoting participation by members of the Governing Board while allowing for anonymity.

## 3. Personnel Committee Actions

- a. The Personnel Committee will meet, compile the information received, and complete the performance evaluation, incorporating any submitted comments.
- b. The Personnel Committee will meet with the Executive Management employee to review the results of the evaluation. In the event compensation is not being considered, the Personnel Committee may complete its task by reporting to the Governing Board that the Evaluation process has been conducted and completed.
- c. The Personnel Committee will prepare recommendations for compensation and benefit awards to be presented to the Governing Board for consideration. Actions regarding compensation adjustments will be implemented in the pay period following the Governing Board meeting.

- d. The Personnel Committee may meet with the Governing Board in Closed Session to report findings and present recommendations concerning the annual performance evaluations. (note the Brown Act requires that discussions of compensation be held in Open Session).