

HR1.1 CAO Evaluation/Compensation Policy



Regional Board Policy

CAO Evaluation/Compensation Policy

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Office of Primary Responsibility: Human Resources Department		
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PURPOSE:

To establish the manner in which the Chief Administrative Officer's performance will be evaluated and the amount of compensation they will receive is established.

POLICY:

1. The Board endorses the following policy for conducting annual CAO evaluations and salary adjustments:
 - a) That performance evaluation forms be distributed to all Directors with their August Board agenda and that completed forms be returned to the Chair at the September Board meeting in order that the results may be presented at the October Board meeting. All Directors are strongly encouraged to complete the forms.
 - b) That the Board Chair be charged with compiling the evaluations for review by the Executive Committee, which will prepare a report to the October Board in-camera meeting advising of the results of the evaluation and the corresponding

salary adjustment for the following year (effective January 1st) based on the following scale:

- Unacceptable – no increase and review termination options (1-2)
 - Needs improvement – no increase (3-4)
 - Satisfactory/Expected – percent increase based on CPI for the previous year (5-6)
 - Good performance – percent increase based on CPI plus \$1,000 performance incentive (7-8)
 - Very good performance – percent increase based on CPI plus \$2,500 performance incentive (9-10)
- c) CPI adjustments will be based on positive adjustment only and salary levels will not be adjusted downwards during negative CPI periods.
- d) That a market analysis of the CAO salary and benefits be included in the terms of reference for the independent consultant retained as part of the three-year review of the overall management staff salaries and benefits.
- e) It is noted that the Board reserves the right to revisit the issue of salary adjustment or performance evaluations at any time at its discretion.

POLICY STATEMENT:

The Chief Administrative Officer's performance evaluation and associated compensation will be reviewed annually and may be adjusted in accordance with this policy.

***** END OF POLICY *****

<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
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