

HUMAN RESOURCES

HR1.1 CAO Evaluation/Compensation Policy



Regional Board Policy

CAO Evaluation/Compensation Policy

Category: Human Resources	Policy Number: 2021-4-30	Replaces: 2020-10B-27
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head
Office of Primary Responsibility: Human Resources Department		
Date Adopted: July 19, 2019	Board Resolution Number: 2019-7-26	Date to be Reviewed:
Manner Issued: CRD Policy Manual		

PURPOSE:

To ensure 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 the Human Resources Advisor (or their designate) will distribute performance evaluation forms to all Directors in August and that completed forms will 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 (0 <= X <= 2) Greater than or equal to zero but less than or equal to 2
 - Needs improvement – no increase (2 < X <= 4) Greater than 2 but less than or equal to 4
 - Satisfactory/Expected – percent increase based on CPI (4 < X <= 6) Greater than 4 but less than or equal to 6
 - Good performance – percent increase based on CPI plus \$1,750 performance incentive (6 < X <= 8) Greater than 6 but less than or equal to 8
 - Very good performance – percent increase based on CPI plus \$2,500 performance incentive (8 < X <= 10) Greater than 8 but less than or equal to 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>
Yes	April 2021	2021-4-30
Yes	October 23, 2020	2020-10B-27
Adopted – New Policy	July 19, 2019	2019-7-26