

ADOPT THE NEW GENERAL MANAGER EVALUATION POLICY

BACKGROUND: In collaboration with the General Manager and the Personnel Committee, it was decided that the District needed to establish a General Manager Evaluation Policy to provide guidelines for annual General Manager Evaluation. The draft General Manager Evaluation Policy was prepared by Staff; reviewed by the Personnel Committee; and the SMCSO Staff. The comments and input was reviewed and incorporated into the draft document. The new General Manager Evaluation Policy is final and ready for Board adoption and implementation. An evaluation form was also prepared for use by the Board of Directors for the General Manager's next review.

RECOMMENDATION: Adopt the new General Manager Evaluation Policy

ATTACHMENTS:

- General Manager Evaluation Policy (To be adopted)
- General Manager Evaluation Form (Informational only)



Prepared By: _____
Helen Lei, Office Manager/District Secretary



Submitted by: _____
Jeffrey Kingston, General Manager

SAUSALITO-MARIN CITY SANITARY DISTRICT
PERFORMANCE EVALUATION POLICY
GENERAL MANAGER

Policy

The Board of Directors (“Board”) shall review the performance of the General Manager initially after six months and then annually thereafter using a process that provides for discussion and encourages feedback for the evaluation of performance and mutually developed goals.

Guidelines

Evaluations should occur in Closed Session annually during the first Board meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board and the General Manager. The Secretary of the Board shall maintain a notification system, which tracks the date when the evaluations are due to ensure the Board Agenda is properly noticed and to provide advance notice to the Board and the General Manager.

The Board will receive an evaluation form to be completed prior to the formal performance review and complete the form prior to the Closed Session review. The Board may request staff input for the review.

During the scheduled Closed Session, the Board should first meet as a group without the General Manager to review and discuss the results of their assessment, then meet as a group with the General Manager to verbally discuss their assessment. The General Manager should be given the opportunity to provide feedback and/or clarification to the Board relative to his/her assessment.

Following the Closed Session, the Board shall determine an overall evaluation of the General Manager’s performance for the past review period and may provide written notification to the General Manager of this assessment. A copy the evaluation should be placed in the General Manager’s personnel file. If the Board concludes that a compensation adjustment is appropriate, a representative of the Board may approach the General Manager to negotiate an appropriate adjustment proposal, or the matter may be set without negotiation for an open session decision on the General Manager’s compensation. Under either approach, any increase in compensation will require approval in open session at a properly noticed regular Board meeting.

GENERAL MANAGER PERFORMANCE REVIEW

Employee Name: _____

Review Period: _____ to _____

This form should be completed by each member of the Board of Directors to evaluate the General Manager's performance in each of the areas noted below. Performance levels should be noted, based on the following scale:

PERFORMANCE REVIEW STANDARDS: The following standards shall be used in evaluating employee performance.

1 = Unsatisfactory - Performance and results achieved are inadequate and did not meet acceptable

2 = Needs Improvement - Performance and results did not meet some of the requirements of the job.

3 = Meets Job Requirements - Meets performance standards and results expected.

4 = Exceeds Job Requirements - Performance and results achieved exceeded expectations in a number of key areas.

5 = Outstanding - Performance and results surpassed all requirements of the job.

PERFORMANCE CATEGORIES

1. ____ Operates and maintains a safe wastewater treatment plant.
2. ____ Meets all regulatory requirements.
3. ____ Provides a high quality work place by fostering professional growth, teamwork, and job satisfaction.
4. ____ Delivers services to our community that are efficient, economical, and environmentally sustainable.
5. ____ Uses technology to provide accessible and useable information to both our communities and staff.
6. ____ Manages and protects assets and investments through sound financial policies and business practices.
7. ____ Collaborates with neighboring agencies to achieve efficiencies for the public and to protect the environment.

8. ____ Encourages stakeholder discussion and development of strategies for protecting the bay and addressing regional wastewater issues.
9. ____ Promotes public participation, education and understanding of the services we provide.
10. ____ Demonstrates effective leadership and management utilizing consensus decision making fostering a participatory, collaborative and inclusive work environment for employees.

NARRATIVE REVIEW

11. What would you identify as the General Manager's strengths?

12. What performance areas would you identify as needing improvement? Why? What constructive, positive suggestions can you offer the General Manager to enhance performance?

13. Other Comments?

Evaluator Name: _____

Signature: _____

Date: _____