
RETIREMENT ADMINISTRATOR PERFORMANCE EVALUATION POLICY

I. PURPOSE

The Board of Retirement supervises the Retirement Administrator. Formal evaluation procedures and practices are an important component of sound Board governance and management. This process shall be performed on an annual Fiscal Year basis or on another interval agreed upon between the Board of Retirement and the Retirement Administrator.

II. OBJECTIVES

The objectives of this policy are to:

1. Assist the Board in arriving at and communicating clear and meaningful goals and performance targets for the Retirement Administrator;
2. Ensure that the Retirement Administrator receives meaningful, objective and timely feedback that will allow the Retirement Administrator to perform, over time, at the highest levels possible; and
3. Enable the Board to hold the Retirement Administrator accountable for performance.

III. ROLES

1. The Board will be responsible for evaluating the performance of the Retirement Administrator.
2. The Chair and Vice Chair will be responsible for coordinating the evaluation process. The Board may use a third party to facilitate the process.

IV. POLICY GUIDELINES

Process and Timelines

1. The Retirement Administrator will discuss the following items with the Chair and Vice Chair during May of each year:
 - a. Proposed changes to the Retirement Administrator evaluation criteria for the current fiscal year;
 - b. Proposed Retirement Administrator evaluation criteria for the next fiscal year.
2. Criteria for evaluating the performance of the Retirement Administrator will fall into six categories:
 - a. Progress on Organizational Objectives
 - b. Strategic Leadership
 - c. Board Relations and Support
 - d. Communications
 - e. Organizational Management
 - f. Investment Program

3. The Board will attempt to ensure that the evaluation criteria:
 - a. Are objective and measurable; and
 - b. Pertain only to outcomes over which the Retirement Administrator has a reasonable degree of control.

4. The Chair will distribute the Retirement Administrator Evaluation Package to each member of the Board in May. The Evaluation Package will include copies of the Evaluation Form, Retirement Administrator Charter and the Retirement Administrator's self-evaluation. The Retirement Administrator's self-evaluation report is designed to assist the Board in the evaluation process. It should describe the extent to which the Retirement Administrator believes the evaluation criteria were met over the past year, as well as all relevant supporting data. The report may also describe any additional accomplishments during the year.

5. The Board shall treat this material as confidential. Completed evaluation packages will be returned to the Chair or the designated third party within the time frame specified. The Chair will ensure that all data is tabulated and summarized and treated as confidential.

6. Evaluation of the Retirement Administrator will be completed by June of each fiscal year. The evaluation process itself will be conducted in closed session. The Chair will distribute a summary of the completed Retirement Administrator evaluation data and invite discussion by the Board. At the conclusion of discussion, the Retirement Administrator will join the Board in closed session for review and discussion of his/her performance along with any suggestions for improvement.

7. Upon completion of the Retirement Administrator Evaluation Form, the Chair and the Retirement Administrator will sign the Evaluation Form and cause it to be placed in the Retirement Administrator's personnel file.

Documentation

The Retirement Administrator Evaluation Form may take the format the Board deems appropriate, but must allow Board members an opportunity to provide general comments.

Compensation

The Board of Retirement may consider the Retirement Administrator's Compensation at the time the annual performance evaluation is conducted or as soon as possible after the evaluation is delivered to the Retirement Administrator.

V. POLICY REVIEW

The Board will review this policy at least every three years to ensure that it remains relevant and appropriate.

VI. POLICY HISTORY

~~This policy was approved by the Board of Retirement~~ adopted this policy on September 19, 2012.

~~This policy was reviewed and amended by the Board of Retirement~~ amended this policy on January 19, 2016.

The Board amended this policy on February 22, 2018.