



**RETIREMENT ADMINISTRATOREXECUTIVE DIRECTOR PERFORMANCE
EVALUATION POLICY**

I. PURPOSE

The Board of Retirement supervises the Retirement AdministratorExecutive Director. 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 AdministratorExecutive Director.

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 AdministratorExecutive Director;
2. Ensure that the Retirement AdministratorExecutive Director receives meaningful, objective and timely feedback that will allow the Retirement AdministratorExecutive Director to perform, over time, at the highest levels possible; and
3. Enable the Board to hold the Retirement AdministratorExecutive Director accountable for performance.

III. ROLES

1. The Board will be responsible for evaluating the performance of the Retirement AdministratorExecutive Director.
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 AdministratorExecutive Director will discuss the following items with the Chair and Vice Chair during May of each year:
 - a. Proposed changes to the Retirement AdministratorExecutive Director evaluation criteria for the current fiscal year;
 - b. Proposed Retirement AdministratorExecutive Director evaluation criteria for the next fiscal year.
2. Criteria for evaluating the performance of the Retirement AdministratorExecutive Director 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 measureable; and
 - b. Pertain only to outcomes over which the ~~Retirement Administrator~~Executive Director has a reasonable degree of control.
4. The Chair will distribute the ~~Retirement Administrator~~Executive Director Evaluation Package to each member of the Board in May. The Evaluation Package will include copies of the Evaluation Form, ~~Retirement Administrator~~Executive Director Charter and the ~~Retirement Administrator~~Executive Director's self-evaluation. The ~~Retirement Administrator~~Executive Director's self-evaluation report is designed to assist the Board in the evaluation process. It should describe the extent to which the ~~Retirement Administrator~~Executive Director 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~~Executive Director 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~~Executive Director evaluation data and invite discussion by the Board. At the conclusion of discussion, the ~~Retirement Administrator~~Executive Director 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~~Executive Director Evaluation Form, the Chair and the ~~Retirement Administrator~~Executive Director will sign the Evaluation Form and cause it to be placed in the ~~Retirement Administrator~~Executive Director's personnel file.

Documentation

The ~~Retirement Administrator~~Executive Director 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~~Executive Director'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~~Executive Director.

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

The Board adopted this policy on September 19, 2012.

The Board amended this policy on January 19, 2016.

The Board amended this policy on February 22, 2018.

The Board amended this policy on July 15, 2020.



Retirement AdministratorExecutive Director

Performance Evaluation Form

Employee Name:
Employee ID:
Job Title:
Department:
Evaluation Performed by:
Evaluation Period FROM:
Evaluation Period TO:

The **Retirement AdministratorExecutive Director** is evaluated on the following criteria:

1. **Progress on Organizational Objectives**
 - Timely benefit delivery, 100% funded by 2040, 95% Client Approval, State of the art technology.
2. **Strategic Leadership**
 - Strategic planning and vision, Budget development and implementation, Risk management, Continuous improvement.
3. **Board Relations and Support**
 - Policy focused governance model, High performing team environment for Board, Policy development and compliance, Management of other experts, Board education.
4. **Communications**
 - Board communications, Client communications, Stakeholder relations, Public outreach.
5. **Organizational Management**
 - Manages staff, Conducts self with highest ethics, Creates team environment, Encourages others to excel, Accessibility to staff.
6. **Investment Program**
 - Monitors investment managers and portfolio performance, Helps to mature the program, Pursues efficiencies.

Performance Criteria	Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Unable to Assess UA
1. Progress on Organizational Objectives <ul style="list-style-type: none"> 100% timely benefit delivery, 100% funded by 2040, 95% Client Approval, State of the art technology. 					
2. Strategic Leadership <ul style="list-style-type: none"> Strategic planning and vision, Budget development and implementation, Risk management, Continuous improvement. 					
3. Board Relations and Support <ul style="list-style-type: none"> Policy focused governance model, High performing team environment for Board, Policy development and compliance, Management of other experts, Board education. 					
4. Communications <ul style="list-style-type: none"> Board communications, Client communications, Stakeholder relations, Public outreach. 					
5. Organizational Management <ul style="list-style-type: none"> Manages staff, Conducts self with highest ethics, Creates team environment, Encourages others to excel, Accessibility to staff. 					
6. Investment Program <ul style="list-style-type: none"> Monitors investment managers and portfolio performance, Helps to mature the program, Pursues efficiencies. 					
Overall Performance					

Trustee Comments:

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Evaluator Name: _____ Date: _____