

Monterey Regional Waste Management District
General Manager
PERFORMANCE REVIEW PROCEDURE AND TIMELINE

ATTACHMENT A

PURPOSE

DRAFT

The purpose of the *General Manager Performance Review Procedure* is to establish the process by which the General Manager's (GM) performance is to be evaluated. The Personnel Committee (PC) recommends the procedure for Board consideration and approval. The procedure allows all Board Members (BOD) to provide honest feedback to the GM and allows the GM to share any areas of concern and to request any additional support that may be needed for his continued success. The performance review is a basis for GM compensation adjustments and/or incentive awards.

PROCEDURE

STEP	MEETING DATE	Agenda/Discussion/Actions	WHO
1	April 3, 2024	<p>The PC considers performance factors, procedure and timeline and recommends the following draft procedure and timeline for completion of the 2024 General Manager Performance Review:</p> <p>A. <i>The General Manager Performance Review Form (Attachment B)</i> and performance factors, included therein will be used for evaluating the General Manager's performance for the period of FY 2023/24.</p> <p>i. GM completes a self-assessment (by completing review form) and provides an update on the goals that the Board assigned him at the last review and includes a narrative describing his accomplishments to date.</p> <p>ii. Feedback from internal stakeholders to be collected. ReGen supervisors and managers complete the review form anonymously.</p> <p>iii. Board of Directors complete review form individually and data is consolidated and presented to General Manager.</p>	Personnel Committee
2	April 19, 2024	<p>Board reviews criteria, procedure and timeline recommended by the Personnel Committee and provides final input and/or approval.</p> <p>A. Approval Granted - with approval of draft Procedure & Timeline (Attachment A) and review form (Attachment B). Implementation continues to Step 3.</p> <p>B. Approval Granted - with changes to procedure and forms. If Board of Directors revise the procedure or refers the matter back to the Personnel Committee for further consideration, implementation is deferred until completion and approval of final procedure.</p>	Board of Directors

STEP	MEETING DATE	Agenda/Discussion/Actions	WHO
3	April 22, 2024 to May 4, 2024	A. Internal Stakeholders (ReGen supervisors/managers) complete review form and submit anonymously to Human Resources Director. Completed review forms are forwarded to Board Chair and Vice Chair. B. GM completes self-evaluation and prepares to present at Board of Directors meeting.	Staff
4	May 24, 2024	A. CLOSED SESSION: The Board receives the following: i. GM self-evaluation (completed review form). ii. internal stakeholders consolidated review form. iii. Blank review form (hard copy and via email) – to be completed by individual board members and submitted to the HR Director by Friday, June 7, 2024.	Board of Directors
5	May 24, 2024 to June 7, 2024 (2 weeks)	Board Members complete individual review form and submits to: Email: btorres@regenmonterey.org OR Regular Mail: HR Director, ReGen Monterey, PO Box 1670, Marina, CA 93933	Board Members
6	June 10 – 14, 2024	A. The HR Director forwards completed individual review forms to the Board Chair and Vice Chair. B. The HR Director consolidates data from completed BOD review forms for presentation to GM at the Board of Directors meeting on June 21, 2024.	Staff
7	June 21, 2024	CLOSED SESSION: The BOD presents GM annual performance review for FY 2023/24. OPEN SESSION: The BOD may act on any merit increase or incentive award for the GM, or it may refer the matter for further negotiations between the GM and the Board Chair, Vice Chair or Personnel Committee.	Board of Directors