

Local Agency Formation Commission of Napa County

POLICY FOR THE PERFORMANCE REVIEW OF THE EXECUTIVE OFFICER

Adopted: April 11, 2001

Amended: May 7, 2007

Recognizing that the intent of the Cortese-Knox-Hertzberg Local Government Reorganization Act is that the Commission should function independent of any local agency, the policy of the Commission is that, pursuant to Government Code §56384, it shall appoint an Executive Officer who serves at-the-will of the Commission. The Executive Officer shall be subject to regular performance review by the Commission. With respect to this performance review, the policy of the Commission is:

1. The first performance review of the Executive Officer shall occur six months subsequent to the date of hire. The second performance review shall occur twelve months following either the date of hire or the date of the Executive Officer's first merit salary increase, whichever occurs later. Thereafter performance reviews shall occur annually.
2. The process for these performance reviews shall be:
 - a) Thirty days prior to the meeting at which the review is to take place, the Executive Officer shall send to each Commissioner a letter of self-evaluation and a copy of the attached "Performance Review Form."
 - b) No later than seven days prior to the review, each Commissioner shall send a completed form to the Chair of the Commission.
 - c) The Chair shall tabulate and summarize the forms and present this information to the Commission and the Executive Officer during the performance review.
3. At the completion of the performance review, the Commission will consider any appropriate action with respect to the compensation of the Executive Officer.

