



Policy Number: 20 Effective: May 1, 2008 Revised:
<hr/> Subject: Executive Director Evaluation & Compensation

POLICY:

It shall be the policy of Camden Co. Developmental Disability Resources to have in place effective governance policies with respect to the compensation, development, and evaluation, and succession planning for the Executive Director.

PROCEDURES:

I. Relationship Between Board & Director

The CCDDR Board shall delegate authority to the Executive Director to operate the organization under its jurisdiction according to Board policies and procedures, and bylaws.

II. Supervision of Executive Director

Authority and supervision over the Executive Director is held by the Board as a whole, although the CCDDR Personnel Committee is responsible for the annual evaluation and recommendation of any disciplinary action related to the Director. In doing the annual evaluation of the Director, the Personnel Committee shall solicit the input of the entire board, either informally or through a formal process, such as a questionnaire. In completing the annual evaluation of the Director, the Personnel Committee and Board as a whole shall take into consideration the Work Plan developed for the Director, and progress made with this. Disciplinary action with regard to the Executive Director, including dismissal, shall be recommended by the Personnel Committee and approved by the full board. Use of temporary probationary periods may also be used by the board and/or Personnel Committee as a means to enhance substandard performance by the Director.

III. Director Work Plan

Results to be achieved by the Executive Director are to be set out in an annual Work Plan for the Director. The work plan shall detail both overall corporate performance objectives for the Director to accomplish (which may be taken from the Board's Strategic Plan document), as well as Individual Performance targets for the Director, and/or other management documents. The work plan shall detail what performance objectives, both Corporate and Individual, are to be accomplished by the Director for the coming year. As part of the Director's annual Performance Evaluation process, the CCDDR Personnel Committee shall review the

Director's annual Work Plan and progress made in meeting objectives outlined in this document.

IV. Executive Director Code of Conduct

The Executive Director affirms the CCDDR Code of Ethics, and additionally commits to the following:

- Will not allow any practice, organizational circumstance, activity, or decisions that are either imprudent or in violation of commonly accepted business or professional ethics;
- Will not knowingly cause or allow actions that put CCDDR at financial risk or negative public image;
- Will ensure financial management is done within accepted accounting practices including not exposing CCDDR Board Members or staff in any unnecessary liability situations, not putting CCDDR assets in jeopardy and not expending more funds than what is received from funding in a budget year, unless prior-authorized by the Board as part of the Board's budgeting process;
- Will treat staff and volunteers in a safe and dignified manner;
- Will manage staff compensation and benefits within market norms in consultation with the Personnel Committee;
- Will ensure board information is accurate and complete and presented in a timely manner.

V. Executive Compensation

A "total compensation" package shall be established for the position of Director. A monetary amount for total compensation shall be made which considers the following: 1. base pay, 2. benefits, 3. incentive plans (if any), and 4. perquisites (if any). Authority to set the compensation of the Executive Director is the responsibility of the Board of Directors as a whole, although the CCDDR Personnel Committee shall make recommendations to the full Board on all such matters. Annual adjustments to the Director's compensation package shall be made in conjunction with the annual Performance Evaluation of the Director. To make this decision the Board is provided with a benchmarking analysis of comparable salary and benefits for similar positions throughout the area and state, pay increases provided to other CCDDR staff (as percent of salary), and the salary grid for all other CCDDR employees. Benchmarking data may come from a variety of sources, such as the MACDDS salary survey and information from area provider agencies.

REFERENCES:

- CARF Standards Manual