

Community Based Care of Brevard, Inc. Policy and Procedure Manual



Series: Board Governance **COA:** GOV 6.07
CFOP:
Procedure Name: CEO Appraisal Process
Procedure Number: GOV007
Revision #/Date: 3/26/2009
Effective Date: 4/2006

Applicable to: Board of Directors, CEO

SUBJECT: CEO Appraisal Process

PURPOSE: To define the process by which the CBC of Brevard CEO will receive an annual Performance Evaluation.

PROCEDURE: In accordance with the CBCB governance policy and Agency Human Resource Procedures, the CEO will be evaluated annually. This evaluation will consist of a performance appraisal which details the essential job functions, rationale addressing the evaluation of the performance a review of the goals for the past year and the establishment of newly proposed goals.

Review Procedure

Annually during the anniversary month of the CEO employment start date or at the designated Board meeting, the CEO will receive a performance evaluation.

During the scheduled Board meeting the month prior to the annual performance appraisal, the CBCB Chief Personnel and Administrative Officer will distribute to Board members a copy of the CEO Performance Appraisal tool and a copy of a self evaluation that has been completed by the CEO.

Board members will be given 14 days to complete and return the appraisal to the Chief Personnel and Administrative Officer who will compile and aggregate the responses and provide the consolidated report to the Board Chair.

The Board Chair will then arrange a meeting with the CEO prior to the upcoming Board meeting to review the information contained in the aggregated evaluation, to propose new annual goals and performance targets, and to obtain feedback from the CEO.

The consolidated performance appraisal will be distributed to the Board members 1 week prior to the scheduled Board meeting. At the designated Board meeting the Board Chair will present the aggregated evaluation to the Board along with the proposed goals and targets for the upcoming year.

The Board Chair will present to the Board any recommendations for merit related increases and /or adjustments to the CEO salary and benefit package. Any recommended adjustments to the CEO salary package will be in accordance with the Board approved salary administration plan and in an equitable fashion to that of all employees.

CBCB CEO Employment Agreement

However, at any time the Board of Directors may establish an Employment Agreement with the CEO as a means to define the terms, limits and nature of the relationship. The Agreement may outline salary and benefit arrangements, merit related opportunities, and other appropriate terms and conditions of the employment relationship between the CEO and CBCB.

Approved by the CBC of Brevard Board of Directors April 2006

BY DIRECTION OF THE BOARD OF DIRECTORS:

AS APPROVED BY THE CHIEF EXECUTIVE OFFICER:



MR. WILLIAM RYDER
Chair



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer

Signature Date: 3/26/09

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