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| POLICY TYPE / NUMBER: | BOARD 'B04' | | |
| POLICY TITLE: | 'CEO Performance Review' | | |
| AUTHORITY / CREATED: | Board | January 15, 2009 | Reviewed: |

POLICY STATEMENT:

This policy outlines the principles and process for evaluating the performance of the Chief Executive Officer.

PRINCIPLES

1. The Chief Executive Officer is aware of the standards against which his/her performance is assessed.
2. Feedback is provided regularly by the Board Chair to enable CEO success in supporting reasonable goals and objectives.
3. The CEO evaluates his/her performance through a process of personal reflection annually.
4. In-camera, the Board annually reviews the CEO self-assessment, discusses overall executive performance and ensures documentation of Board consensus regarding CEO performance.

PROCEDURES:

1. The CEO provides a completed copy of Part 1: Self Assessment to the Board Chair by October 1 each year.
2. Input on the performance of the CEO will be solicited from all staff via the "CEO Evaluation – Staff Feedback" form (Appendix 1). Staff will complete forms by October 1 of each year and enclose them in a sealed envelope. The envelopes will be collected by the Public Service Coordinator and delivered unopened to the Chair of the Finance, Policy & Personnel Committee.

3. At the November meeting, the Board excuses the CEO and evaluates in-camera the outcomes of the work of the CEO following a review of the CEO job description, CEO annual objectives, any additional assigned work and the completed CEO Self Assessment. Suggestions for a plan of action are listed.
4. The evaluation is provided to the CEO at a meeting with the Board Chair and the Chair of Finance, Policy and Personnel Committee prior to the December Board meeting. If there are additional substantive issues, items of information or suggested actions raised at this meeting, they will be discussed in camera with the full Board before the Chair signs the completed Evaluation.
5. The completed and signed Performance Evaluation is provided to the CEO before the end of December annually. One copy is placed in the confidential personnel record retained by the Board Chair. The record is available to the Chair of the Finance, Policy and Personnel Committee on request to the Board Chair.

Contact Person: Board Chair, Chief Executive Officer

Cross Manual Reference:

Relevant Forms: Appendix 1: CEO Evaluation – Staff Feedback

Approval Date: January 15, 2009

Review Dates:

Revised Date:

Approved by: