



Board Policy

CHIEF ADMINISTRATIVE OFFICER PERFORMANCE REVIEW AND SALARY ADMINISTRATION

Category: Human Resources	Number: BP15-2023	Replaces: 8.10 (only sections with reference to CAO) 8.11 (only sections with reference to CAO)
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input checked="" type="checkbox"/> Board <input type="checkbox"/> Administrative	Approved By: <input checked="" type="checkbox"/> Board <input type="checkbox"/> CAO
Office of Primary Responsibility: Human Resources		
Date Approved:		Date to be Reviewed: 2027
Manner Issued: Add to HR policies		

Guiding Principle

The Regional District of Central Okanagan (RDCO) adheres to the Chief Administrative Officer-Single Employee Model of corporate structure. This model identifies the Chief Administrative Officer (CAO) as the Regional Board's only employee; all other District employees report (directly or indirectly) to the CAO. The CAO is the link between policy makers (Regional Board) and policy implementers (staff).

The RDCO is committed to a total compensation strategy that is fair, equitable and maintains fiscal responsibility while providing recognition for the achievement of goals and objectives.

The process through which employees' performance is evaluated and compensated is important to employees and integral to the RDCO's ability to attract, retain and engage talented employees and to continue to deliver quality public service into the future.

Purpose

To establish the parameters of an effective performance review and salary administration process for the Chief Administrative Officer.

Policy Statement(s)

1. The performance review process is established for the Regional Board to initiate goals for the CAO to support the Regional Board Strategic Priorities, assess accomplishments, evaluate performance, provide feedback, identify areas for improvement and review compensation.
2. The CAO's performance is reviewed by the Regional Board on an annual basis. Ongoing feedback is provided to the CAO by the Chair and Regional Board throughout the year.
3. Key performance expectations for the CAO are set out in the:
 - a. Regional Board Strategic Priorities
 - b. Regional District Financial Plan
 - c. CAO Performance Review
 - d. CAO Job Description

Procedure:

4. The Manager of Human Resources is the staff liaison who facilitates the CAO performance review process commencing in December.
 - a. The dates for the CAO performance review process will be adjusted in years when an election is held.
5. The Board Chair and CAO meet to set goals that support and action the Regional Board Strategic Priorities for the evaluation period.
6. The Board Chair and CAO meet quarterly to review the goals and CAO's performance.
7. Following the evaluation period, the CAO completes a self-evaluation.
8. The Regional Board, and key stakeholders as directed by the Board, review the CAO's evaluation, complete their own assessment and provide feedback.
9. The Board Chair and Manager of Human Resources summarize the feedback and average the ratings.
10. The Board Chair reports and recommends these findings to the Regional Board.
11. The Regional Board reviews and approves the completed annual review form.
12. The Board Chair meets with the CAO to communicate the results of the annual review.

Salary Administration:

1. The Chief Administrative Officer's compensation is reviewed annually as a component of the RDCO performance review process.
2. The Manager of Human Resources recommends compensation using internal and external data to ensure competitive total rewards. The Board Chair will report and recommend these findings to the Regional Board.
3. The Regional Board decides and confirms the CAO's final compensation.
4. Compensation changes are effective January 1st of each year.

Related Policies, Procedures, Guidelines

CAO Performance Review and Salary Administration Process

June 2023

Approved by: _____

Date: _____

<u>Policy No.</u>	<u>Date Approved</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority</u>
Admin					

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