



Policy Number:	4050
Policy Title:	General Manager's Performance Review

1. The General Manager's performance and employment agreement will be reviewed annually.
2. By December of each year the General Manager will prepare and submit to the Board a written summary/highlights of her/his performance in carrying out the routine operations of the District and any special projects, problems, actions or other noteworthy events she/he encountered during the past year. She/he will also review her/his employment agreement and submit any proposed changes for Board consideration.
3. The agenda for the December Board meeting will include a closed session at which the Board and General Manager will: openly discuss her/his overall performance; recognize accomplishments; identify areas where improvement is desired; and set performance goals for the next year. Following this, the terms of employment will be openly discussed and then the General Manager will be excused from any further Board discussion and/or action.
4. Except as required by law, all proceedings in this closed session shall remain confidential.
5. The President will report to the General Manager any action taken by the Board concerning performance evaluation and/or employment. These actions will then be documented, signed by both parties and filed.