
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Performance Evaluation - District Manager
POLICY NUMBER: 7175

7175.1 The District Manager of the District is retained and serves at the will of the Board of Trustees. The Board of Trustees shall review the performance of the District Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

7175.2 The performance evaluations should occur in closed session annually during the regular Board of Trustees meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Trustees and the District Manager.

7175.3 The Board of Trustees may agree upon an evaluation form to be provided to the Board and completed prior to the formal performance review session. Board of Trustees shall be encouraged to prepare input on the form prior to the Board of Trustees meeting.

7175.4 During the scheduled closed session(s), the Board may meet as a group with the District Manager to verbally discuss the components of the performance evaluation and receive feedback from the District Manager relative to his/her assessment. If requested by the Board and/or the District Manager, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the District Manager, the Board shall meet and determine an overall evaluation of the District Manager's performance for the past review period and provide written notification to the District Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the District Manager and a copy kept in the District Manager's personnel file. The performance evaluation shall be kept confidential to the extent provided for by law. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

7175.5 The Board of Trustees and District Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

7175.6 In the event of conflict between the terms of this policy and those of any employment agreement between the Board of Trustees and the District Manager, then the employment agreement will prevail.