**Policy & Procedure:**

**Executive Director Performance Evaluation & Salary Review**

**Approved by the Board of Directors as recommended by the Executive Committee, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

The Washington Rural Health Collaborative Executive Director will receive a performance evaluation on an annual basis utilizing an evaluation form as approved by the Board of Directors (current approved form is attached to this policy and procedure). The Board Chair is responsible for initiating the performance evaluation and subsequent salary review process, with the support of the WRHC Executive Director and Executive Assistant.

The Board Chair will solicit feedback from all members on the Executive Director’s performance. For the purpose of this policy, the Executive Committee will serve as the compensation committee and be responsible for managing and direction the evaluation. Data will be compiled in aggregate and a report from the Executive Committee will be made to the full Board on any proposed salary adjustments using comparative data provided by WRHC staff. The full Board will confirm the recommendation. The completed performance evaluation will be part of the Executive Director’s personnel file.

The following criteria must be documented and become part of the Executive Director’s personnel file:

1. The terms of the salary adjustment, including the date the adjustment was approved
2. A list of members present during the discussion
3. A note referencing whether any members have a conflict of interest, and how the conflict was resolved
4. A description of the comparability data used
5. If the approved compensation is different from the comparability data utilized, documentation of the basis for the determination will be provided.

**Timeline:**

* September –
  1. ED and Executive Committee will review survey questions, confirm questions and confirm who the questions will be sent to.
  2. Collaborative will contract with 3rd party vendor (Health Facilities or another qualified vendor) to create survey, and compile results for Board Chair.
* October/November-
  1. Board Chair will send out survey to following:
     1. All board members individually
     2. 2 staff members
     3. 1 optional TBD by the Executive Committee
  2. WRHC Executive Director assists the board chair with appropriate salary survey data. Two independent sources preferable.
  3. The vendor will synthesize the information collected and compile a report to review with Board Chair.
* December –
  1. Board Chair summarizes the feedback, salary considerations, performance and presents to the Executive Committee.
  2. Executive committee considers the information and makes a formal report for the ED’s next year’s compensation (both base and any incentives) to the Board of Directors at the December board meeting.
  3. The Board of Directors will confirm the Executive Committee’s recommendation.
* January –
  1. Documentation per the policy will be submitted to the employing agency by the board chair.
  2. Adjustments to compensation will be effective January 1st unless otherwise specified by the Executive Committee.