



Employee Compensation and Performance Policies For the Executive Director

Revised and Adopted: September 10, 2008

- 1) The salary range for the Executive Director is **\$52,000-\$72,000**. The salary range is determined by the Commission and is based on one calendar year.
- 2) The Personnel Committee shall consist of the Commission Chair and two additional Commissioners appointed by the Chair.
- 3) The Personnel Committee shall meet quarterly with the Executive Director at a time and place determined by the Chair.
- 4) The Personnel Committee shall conduct the Annual Performance Evaluation of the Executive Director and submit a draft Performance Evaluation to the Commission.
- 5) The Personnel Committee is charged with the responsibility for making a recommendation to the Commission for needed or appropriate adjustments to the salary range of the Executive Director, subject to the Performance Evaluation.
- 6) The Personnel Committee will annually review the salary range for the Executive Director based upon survey data from other commissions and bring to the Commission any recommendations for changes based on that information.
- 7) Annual merit increases for the Executive Director will be based upon performance and accomplishments of up to 5% of base compensation level per the current contract. The option to implement the merit increase would be subject to performance review and at the discretion of the Commission.
- 8) The Commission may implement a cost of living adjustment of up to 3% annually at the Commission's discretion. The adjustment will be accommodated within the salary range, unless the Executive Director is compensated at the maximum level of the range.
- 9) The Commission shall, when adopting the contract for the Executive Director, establish the specific benefits that the Executive Director shall

receive during the course of the Director's employment with the Commission. These benefits may include, but not limited to: vacation or sick leave, compensation for health insurance costs, paid holidays, etc.

Chairperson

Date

Executive Director

Date

Approved as to form by: Plumas County Counsel