

Type: Policy and Process

Title: Annual Performance Evaluation Policy and Process for the Executive Director of the Oregon Council on Developmental Disabilities

Effective: insert date the Council approved the policy/process.

Updated: Annually

1.0 Purpose:

The purpose of this policy is to establish guidelines and a process for the performance evaluation of the Executive Director of the Oregon Council on Developmental Disabilities in accordance with the Council By-Laws and the Developmental Disabilities Assistance and Bill of Rights Act (DD Act). The Council's Designated State Agency (DSA), the Oregon Department of Human Services (ODHS) policies and procedures will also be considered.

2.0 Revision History:

None

3.0 Persons Affected:

The Executive Director of the Oregon Council on Developmental Disabilities.

4.0 Policy:

This policy is to ensure that:

4.1 The Executive Director receives an annual performance evaluation. The Council must develop and implement an annual evaluation/review of the Executive Director that is consistent with State laws and policies.

5.0 Definitions:

The following terms are often associated with the performance management cycle. While all of them may or may not be implemented within the review process, they are described here for informational purposes.

5.1 Performance Appraisals, Reviews or Evaluations:

A systematic and periodic (usually annually, unless for new employees) process that assesses an individual employee's work performance and productivity related to a set of criteria and objectives set forth by the job description and other standard operating procedures. Other factors evaluated may include teamwork, customer service, accomplishments, strengths and weaknesses, development opportunities, progress towards goals, and goals for the upcoming year.

5.2 Performance Expectations:

Criteria by which an individual employee performs his or her job as defined by job descriptions,

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standard operating procedures, customer service standards, compliance with laws, rules and regulations, and other factors as defined by the Council and/or current ODHS liaison.

5.3 Performance Standards:

Describes specific performance expectations for each major duty. They are the observable behaviors and actions which explain how the job is to be done, plus the results that are expected for satisfactory job performance. They tell the employee what a good job looks like. The purpose of performance standards is to communicate expectations.

5.4 Job or Core Competencies:

Describes various skills, aptitudes, and performance levels as they are related to a specific position or job.

5.5 Executive Director Individual Development Plan:

An Individual Development Plan, also referred to as an IDP, is a document that includes five SMART (Specific, Measurable, Actionable, Relevant, and Timely) goals that is completed by the individual for the plan of self-development over the next review period, usually one year. This plan is then reviewed and discussed by the Council Chair and ODHS liaison to match the individual's goals with the organization's goals and elements of one's job duties. It also discusses various options and approaches to achieve the plan. Throughout the year and before the end of the year, this plan is reviewed to see how much of each goal is fulfilled. These results are evaluated and scored within the annual Performance Evaluation. New SMART goals are set for each corresponding evaluation year.

5.6 Executive Director Annual Evaluation:

The Annual Evaluation process in which the Council Executive Director will receive confidential and anonymous feedback. This typically includes the OCDD Chair and Executive Committee, the entire Council, and the Executive Director's ODHS liaison. The entire Council will have the opportunity to provide anonymous feedback annually, which is included in the overall Executive Director's performance evaluation. It covers a broad range of workplace competencies. The Council feedback form includes questions that are measured on a rating scale and provides a space for written comments. (Separate document).

6.0 Responsibilities:

6.1 Council Chair, Executive Committee, and ODHS Human Resources Liaison:

6.1.1 Ensure that the Executive Director receives feedback on their work performance timely and consistently over the year, including positive feedback as well as any concerns for improvement. Regular one-on-one meetings are an important way for the Council Chair to communicate with the Executive Director and provide feedback and coaching. This also provides a chance for the Executive Director to communicate concerns they may have in their position, in the work environment or with process partners and stakeholders, including sensitive topics they are uncomfortable discussing in Council meetings.

6.1.2 Ensure that the Executive Director has an opportunity to complete and provide self-reflective comments on performance evaluation document.

6.1.3 Unsatisfactory Performance:

If the Executive Director's job performance is not satisfactory and coaching, counseling, and training have not brought performance to an acceptable level, corrective action steps may be taken. Feedback on a performance evaluation should not be a surprise to the Executive Director, as any feedback should have been discussed with the Executive Director prior to the performance evaluation.

7.0 Performance Evaluation Process:

7.1.1 The Executive Director is asked to sign the performance evaluation as acknowledgment that a performance evaluation was received, not necessarily that they agree with the performance evaluation. If the Executive Director disagrees with the performance evaluation, they can provide a rebuttal when providing their signature after the performance review has been presented by the Council Chair and the ODHS HR Liaison.

Liaison.

7.1.2 Performance evaluations are kept in the ODHS electronic Human Resources personnel files with the year of the evaluation noted after completion.

7.2 Professional Staff/Executive Director

7.2.1 The evaluation format is flexible, but typically addresses competencies such as:

- Accountability and Dependability
- Customer Focus/Service
- Innovation/Process Improvement
- Integrity
- Leadership
- Teamwork
- Quality and Efficiency of Work
- Communication Skills
- Managerial Skills as applicable
- Trouble shooting (problem solving)

7.3 Performance Review Process:

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The Council Chair will facilitate an in person or conference call meeting with the Executive Committee to review the evaluation process prior to the April meeting.

An Executive Director Evaluation form will be shared in the Council's April agenda meeting packets for all Council members to fill out during the meeting and return to the Chair so that information is available to the Executive Committee for review and summarization.

If a Council member needs assistance or support to complete the form, a non-Council member, non-staff member will be provided to support the Council member.

The Chair will request information from the ODHS Liaison about performance related to ODHS policies and procedures and will provide the information to the Executive Committee for inclusion into the review.

The Executive Committee will develop a summary and recommendations for the Council to consider.

A summary of the Council member evaluation feedback, and information from the ODHS liaison about performance related to ODHS policies and procedures will be shared with the entire Council during the June Council meeting.

The Council will follow Oregon Open Meetings Law procedures for an executive session meeting.

The Executive Committee will present their Executive Director Performance Review summary and recommendations to the Council. Time will be noted on the meeting agenda for additional comments and discussion. The Council will vote to accept the recommendations or any contingencies, according to the Council bylaws.

The Council Chair will send the Council's completed Executive Director Performance Review (with ratings and comments) to the ODHS Human Resources Liaison by July 1st.

The ODHS Human Resources Liaison will put the ratings and comments into the ODHS performance evaluation system. The ODHS Human Resources Liaison and Council Chair will present the performance evaluation to the Executive Director before the due date in July (of the evaluation year).

The ODHS Human Resources Liaison will upload documentation of overall Council comments and feedback as an attachment to the Executive Director's annual performance review.