

Board of County Commissioners

Leon County, Florida

Policy No. 03-14

Title: Annual Evaluations and Pay Adjustments for County Administrator, County Attorney, and Executive Director, Tourist Development Council

Date Adopted: October 14, 2008

Effective Date: October 14, 2008

Reference: N/A

Policy Superseded: Policy No. 00-6, "Annual Evaluations and Pay Adjustments for County Administrator and County Attorney," adopted September 9, 2000; Policy No. 03-14, "Annual Evaluations and Pay Adjustments for County Administrator and County Attorney," adopted October 14, 2003

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Policy No. 03-14, adopted by the Board of County Commissioners on October 14, 2003, is hereby superseded and a revised policy is adopted in its place, to wit:

There shall be an annual review and merit pay consideration for the County Administrator, County Attorney, and the Executive Director, Tourist Development Council. A procedure shall be used to conduct such annual evaluations and to determine annual pay adjustments of the County Administrator, County Attorney, and the Executive Director, Tourist Development Council.

- A. By August 15 of each year, the Chairman will distribute evaluation forms to each Commissioner.
- B. Each Commissioner is to complete an evaluation of the County Administrator, County Attorney, and the Executive Director, Tourist Development Council using the form provided.
- C. By September 10, each Commissioner should meet individually with the County Administrator, County Attorney, and the Executive Director, Tourist Development Council to discuss the results of their evaluations. At the conclusion of the evaluation conference, the Commissioner will provide the County Administrator, County Attorney, and the Executive Director, Tourist Development Council with a copy of the completed and signed evaluation form. A copy will also be provided to the Chairman.

- D. The Board Chairman will review all of the evaluation forms and, by September 30, will approve an appropriate percentage increase in accordance with the contracts of the County Administrator and the County Attorney. The Board Chairman will review all evaluation forms for the Executive Director, Tourist Development Council by September 30, and will receive recommendations for consideration of an appropriate percentage increase from the Chairman of the Tourist Development Council. The Board Chairman will provide final approval of percentage increase for the Executive Director, Tourist Development Council in accordance with percentages authorized for Senior Management employees.