



## SANTA CRUZ LOCAL AGENCY FORMATION COMMISSION

### PERSONNEL POLICY

Adopted June 7, 2000

Revised January 9, 2008

1. Personnel evaluations of the Executive Officer will be made at least annually by the Commission. To assist in this process, in February of each year, the Executive Officer will submit to the Commission a report documenting his or her accomplishments for the prior year and his or her goals for the upcoming year. This report, and any other pertinent information, will be reviewed by the Personnel Committee and forwarded to the Commission with its recommendation.
2. Personnel evaluations of the Executive Officer will be made annually by the Commission at the April meeting.
3. Personnel evaluations of staff personnel other than the Executive Officer will be made by the Executive Officer.
4. The Personnel Committee will include its annual report on staff salaries and benefits on the agenda of the May meeting.
5. At the June meeting, the Commission will consider a salary adjustment for staff to bring staff salaries into alignment with other comparable positions. This review may include a report by a personnel consultant when indicated.
6. Personnel Committee membership should include the Chair and should change at least every two years.