

POLICY

Series:	Board Governance	COA: GOV 6, HR 5 CFOP: N/A
Procedure Name:	CEO Appraisal Process	
Procedure Number:	GOV 007	
Reviewed Date:	01/21/2013, 6/1/2016, 12/13/2019, 2/16/2021	
Revision #/Date:	(1) 06/01/2016, (2) 2/25/2021	
Effective Date:	4/2006	
Applicable to:	Brevard Family Partnership Board of Directors and CEO	

PURPOSE: To define the process by which the Brevard Family Partnership CEO receives an annual performance appraisal.

References: HR 2505 Performance Evaluations

PROCEDURE:

In accordance with the Brevard Family Partnership governance policy GOV 007 and Human Resource operating procedure HR 2505 Performance Evaluations, the CEO is evaluated annually. This evaluation consists of a performance appraisal which details the essential job functions, rationale addressing the evaluation of the performance, a review of the goals for the past year, and the establishment of newly proposed goals.

Review Procedure

Annually, as soon as possible after the close of the fiscal year, nominally August of every year, the CEO receives an annual performance evaluation.

Board members are given 30 days to complete and return the appraisal to the HR Director or designee, who will compile and aggregate the responses and provide the consolidated report to the Board Chair. The Board Chair will review the consolidated report and provide it to the board members for review. A Special Meeting will be called to approve the review and determine goals and targets for the upcoming year.

The consolidated performance appraisal will be distributed to the Board members one week prior to the scheduled special meeting. At the designated special meeting, the Board Chair will present the aggregated evaluation to the Board, along with the proposed goals and targets for the upcoming year.

Once approved by the board, the Board Chair will then arrange a meeting with the CEO to review the information contained in the aggregated evaluation, and the new annual goals and performance targets, and to obtain concurrence from the CEO.

The Board Chair will present to the Board for board approval any recommendations for merit related increases and/or adjustments to the CEO salary and benefit package. Any recommended adjustments to the CEO salary package will be in accordance with the Board approved salary administration plan and in an equitable fashion to that of all employees.

CEO Employment Agreement

However, at any time, the Board of Directors may establish an employment agreement with the CEO to define the terms, limits, and nature of the relationship. The agreement may outline salary and benefit arrangements, merit related opportunities and other appropriate terms and conditions of the employment relationship between the CEO and Brevard Family Partnership.

Approved by the Brevard Family Partnership Board of Directors on February 25, 2021.

AS APPROVED BY THE BOARD OF DIRECTORS:



BARBARA J. LOFTUS
Board Chair

Signature Date: 2/26/2021

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer

Signature Date: 2/26/2021