

# **Administrative Procedure Alachua County, Florida**

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Procedure No.: AP 10-3

Effective: 8/1/2018

Revision No.:

Review Date: 6/6/2018

## **Annual Review of Administrating Officials**

**SCOPE:** This procedure applies to the Administrating Officials.

**PROVISIONS:** It is the intent of this procedure to provide guidance for the annual Administrating Officials review process by the Board.

### **Procedures:**

#### 1. Definitions

- a. *Administrating Official* means the County Manager or County Attorney.
- b. *Evaluation* means the form used to evaluate the Administrating Official.

#### 2. Process

- a. There shall be an annual review for the Administrating Officials. This procedure shall be used to conduct such annual evaluation and to determine adjustments, if any, to the compensation package of the Administrating Officials.
- b. By September 1 of each year, Human Resources will distribute the Administrating Officials' performance evaluation form, included as part of this procedure, to each member of the Board.
- c. By no later than September 30 of each year, each individual Commissioner will complete and submit the Administrating Officials' evaluation to Human Resources. Each Commissioner is encouraged to meet with the Administrating Officials to discuss their individual evaluation.
- d. The Human Resources Director will compile the individual evaluations into a summary document and prepare an agenda item containing the following:
  - summary of evaluations
  - individual evaluations

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- e. The compilation of the Administrating Officials evaluations will be presented no later than the first regularly scheduled meeting in November each year for the Board to take formal action to assign their rating of the Administrating Officials and to authorize any change in their compensation package.
- f. The summary evaluation form, all attachments and a copy of any action taken by the Board shall be included in the Administrating Officials' personnel file.

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County Manager

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County Attorney