



ICCCC Executive Compensation and Performance Review Effective Date _____

Purpose

The purpose for this policy is to provide clear expectations for the performance of all ICCCC employees and to offer growth and development as part of that goal setting process.

Guidelines for the ICCCC Performance Review system are as follows:

- If the management staff of the ICCCC continues to be subcontracted, the subcontractor will manage the performance review process for the ICCCC staff in accordance to the subcontractor's policies and procedures.
- The Executive Director is responsible for managing the performance review process for all other ICCCC employees.
- The President, Board of Directors will act as the supervisor for the Executive Director, and will manage the performance review process for the Executive Director.
- Time will be provided at the beginning of each performance cycle for the employee and his or her supervisor to establish mutually agreed upon and written SMART (specific, measurable, attainable, realistic and timely) goals for the coming period. The employee will sign the goal document.
- A copy of the Executive Director's goal document will be provided to all Board members.
- A survey will be generated for the ICCCC organization's leadership (Board and Implementation Group leaders) to provide feedback on the management team's effectiveness annually. The results of this survey will be shared with the Board.
- Recommended increases in the Executive Director's compensation will be based on increases being given for similarly sized not for profit organizations in the Iowa City market. These increases will be determined by the subcontracting organization or in absence of a subcontractor, a survey of said organizations having an independent person review the increase recommendation.
- If a subcontract is not utilized, the final vote of the board as to the amount of the Executive Director's compensation will be reflected in the board minutes of the meeting at which the vote is taken.

Signed copies of all performance management reviews will be given to all employees and maintained in their employment file.