



LOCAL AGENCY FORMATION COMMISSION  
OF SANTA CRUZ COUNTY

**PERSONNEL POLICY**

Adopted on June 7, 2000 (Resolution No. 2000-4)

Revised on January 9, 2008 (Resolution No. 2008-3)

Last Revision on February 5, 2020 (Resolution No. 2020-02)

**1. PERFORMANCE EVALUATION – LAFCO STAFF**

Evaluations of staff personnel other than the Executive Officer will be made by the Executive Officer on an annual basis. To assist in this process, staff will submit a report documenting their accomplishments from the prior year and their goals for the upcoming year to the Executive Officer for review and discussion. The Executive Officer's review of this report will be conducted by December of each year.

**2. PERFORMANCE EVALUATION – EXECUTIVE OFFICER**

Personnel evaluations of the Executive Officer will be made by the Commission on an annual basis. To assist in this process, the Executive Officer will submit a report documenting their accomplishments from the prior year and their goals for the upcoming year to the Personnel Committee for review and discussion. The Personnel Committee's review of this report will be conducted by January of each year.

**3. COMMISSION REVIEW**

All performance evaluations, and any other pertinent information, will be forwarded to the Commission for their review and consideration at the February meeting of each year. In accordance to Government Code Sections 54957 and 54957.6, staff's performance evaluations will be discussed in a closed session.

**4. SALARY ADJUSTMENTS**

Following the Commission's review and consideration of staff's performance evaluations, the Personnel Committee will provide an annual report on staff salaries and benefits at the March meeting of each year. At this time, the Commission may consider possible salary adjustments to bring staff salaries into alignment with other comparable positions or as compensation for their job performance. This review may include a report by a personnel consultant, when indicated.

**5. PERSONNEL COMMITTEE MEMBERSHIP**

The members of the Personnel Committee will have at least a two-year term but may continue if reaffirmed by the Commission. At least two Commissioners should be on the Personnel Committee. The current LAFCO Chair is encouraged to be part this committee.