

San Diego Data Processing Corporation (SDDPC) Executive Director Selection, Compensation, Performance and Separation Policy

I. Introduction:

- a. This ~~City approved~~ policy shall be adopted and implemented by the SDDPC Board of Directors (“Board”) based on the guidelines and requirements provided below (“Executive Director Selection and Compensation Policy”). The purpose of this policy is to provide City participation and input into the selection, compensation, performance evaluation and separation of the SDDPC Executive Director. The ~~City’s appointed~~ Board of Directors will be responsible for managing the Executive Director pursuant to the Corporation’s Bylaws and related governance documents. Any future changes to this Executive Director Selection and Compensation Policy shall require the approval of the Member or the Member’s designee. Any defined terms that are not separately defined within this Policy shall have the same meaning as set forth in either SDDPC’s Bylaws or the Master Services Agreement between the City and SDDPC.

II. Hiring and Selection:

- a. Search and Selection: The Board shall initiate the search for an Executive Director and work with the SDDPC HR Director to develop the experience, background requirements and selection criteria for the position. The HR Director will follow all State and federal law requirements regarding Equal Employment Opportunity and all Board approved Human Resource Policies.
- b. Review and Screening: The Board will designate an Ad Hoc Committee to work with the HR Director, review resumes, and select a maximum of three candidates. The Board will interview these candidates and select the top two based on the established experience, background requirements and selection criteria.
- c. City Participation: The Ad Hoc Committee and HR Director will direct the top two candidates to the ~~City COO and CFO~~ Mayor or his designees(s). ~~Each of the above~~ The Mayor or his designees(s) will conduct individual interviews and provide their feedback to the Ad Hoc Committee and HR Director.
- d. City Recommendations: Based on the City’s interviews and feedback, the Ad Hoc Committee and HR Director will rank the candidates and report their ranking to the Board. ~~The Board, who~~ will vote and, select ~~the preliminary candidate for the Executive Director position~~ an Executive Director, contingent on the approval of the selection by the Mayor and the City Council.
- e. ~~Final Candidate~~ Approval of Mayor and City Council: After the Board selects an Executive Director, the Chair of the Board (or his designee) will notify ~~the Mayor and the City Council, or their respective designees will meet the final~~

~~candidate and provide the Ad Hoc Committee and HR Director with their recommendations. If the Mayor approves the selection, in writing, he will then submit the name of the proposed Executive Director to the City Council for approval. If either the Mayor or City Council does not approve selection of the proposed Executive Director, then the hiring process described in this Section II will be repeated and a different candidate will be submitted to the Mayor and City Council for approval.~~

- e.f. ~~Employment Contract: If the Mayor and City Council approve the Board's~~ ~~these recommendations are consistent with the Board's final~~ selection for the Executive Director position, then the Board will authorize and approve an Executive Director Employment Contract as an "at will" agreement which will contain termination provisions for failure to achieve minimum performance standards and for violation of any Corporation policies or unlawful acts, provided however, that any such Executive Director Employment Contract will contain a condition requiring both the Mayor and City Council to approve the Employment Contract before it becomes effective.

III. Compensation/Benefits:

- a. Base Salary: The Board will establish the annual base salary of the Executive Director between a minimum of \$180,000 and a maximum of \$225,000.
- b. Benefits: The Executive Director will receive the standard benefits that are offered to all SDDPC regular employees.
- c. Bonus (includes any and all other merit pay of any kind, other than base salary): There shall exist no other bonus or merit pay.

IV. Performance Evaluation:

- a. The Board will complete an annual Executive Director written performance review of both essential functions and performance goals.
 - i. Performance reviews will include, but not be limited to:
 1. Board's observations of Executive Director's performance.
 2. 360 Participation Surveys (initial 6 month Survey and annual Survey thereafter).
 3. Direct feedback from City Officials, Employees, Mayor, City Council, City COO, CFO, Members of the ITBLG and SDDPC Senior Management.
 4. Employee Satisfaction Survey Input.
 5. Customer Satisfaction Survey Input.

6. Compliance with Executive Director Employment Contract, performance standards and attainment of performance goals.
 - b. Board of Directors will document performance as required by SDDPC Policies.

V. Separation/Termination:

- a. Voluntary - pursuant to the Executive Director Employment Contract.
- b. Involuntary - It shall be the responsibility of the Board of Directors to properly establish written performance goals, manage the Executive Director's performance and provide for regular written performance reviews, including City participation and input as provided in this policy.