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Appointee Evaluation Policy Draft Review

Livermore Area Recreation and Park District

10/12/2026

Overview of 9/21 Committee Meeting

RPMG summarized sample performance evaluation policies.

Per the direction of the Committee, RPMG drafted the following document, ensuring evaluations:

- Are scheduled annually
- Require a facilitator
- Include participation caveat for new Boardmembers
- Are led by the Board Chair

Who Is Evaluated & Review Frequency

Who:

LARPD Board Appointee(s)

Frequency:

Detailed annual cycle (May–October)
with timeline flexibility, as needed

Board Role

- Process is led by Board Chair in collaboration with facilitator
- Boardmembers:
 - Review self-evaluation
 - Discuss performance themes & reach consensus in closed session
 - Approve compensation adjustment (if considered)
 - Review and approve evaluation
 - Deliver results to the Appointee

**Boardmembers who have served less than six months prior to evaluation period are excluded from the process unless waived by Appointee*

Appointee Input

Appointee(s) must submit a self-evaluation addressing:

- Significant accomplishments and progress during the evaluation period;
- Progress in addressing feedback or priorities identified during the prior evaluation;
- Areas for continued growth or development;
- Significant challenges or obstacles affecting the Appointee's responsibilities;
- Progress toward relevant District priorities;
- Proposed priorities and objectives for the coming evaluation period; and
- Appointee may also identify compensation matters for the Board's review and consideration.

Compensation

- Compensation adjustments are at the discretion of the Board and handled in accordance with applicable laws and District procedures
- If a comp adjustment is directed, the Chair will coordinate with the HR Manager or designee regarding required Board action, taking place in October/November
- Approved adjustments take effect in January following the completion of the evaluation cycle

Documentation and Follow-Up

- The Board and the facilitator meets with Appointee to review the evaluation, discuss priorities and expectations for the coming evaluation period
- The Board and facilitator will communicate Board direction regarding compensation, if any
- Alternatively, the Board may designate the Board Chair to communicate the evaluation results to an Appointee in collaboration with the facilitator

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Questions?

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Renne Public Law Group*

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California Public Policy Group