

# MONTANA PUBLIC EMPLOYEES' RETIREMENT BOARD

TITLE: Performance Appraisals

POLICY NO: BOARD Prsnl 02

EFFECTIVE DATE: 04/12/18

## **I. POLICY & OBJECTIVES**

It is the policy of the Public Employees' Retirement Board (the Board) that the Board's Personnel Committee, with input from other Board members, will conduct an annual performance evaluation of the Executive Director using specific and measurable objectives and competencies designed to ensure consistent progress toward organizational goals.

## **II. EVALUATION PROCESS**

At the beginning of the evaluation period or upon hire, the Personnel Committee will establish objectives and competencies for which performance will be evaluated for the Executive Director. The Personnel Committee will conduct periodic updates during the evaluation period assessing progress to established objectives.

At the conclusion of the evaluation period, the Personnel Committee will assess the Executive Director's performance by gathering information from other Board members, key stakeholders, and the Montana Public Employee Retirement Administration (MPERA) staff. In addition, the Personnel Committee will establish new objectives for the upcoming evaluation period.

Provisions of the Performance Management and Evaluation MOM Policy apply to this evaluation process.

## **III. STAFF PERFORMANCE EVALUATIONS**

The Executive Director will establish procedures to ensure that performance evaluations are conducted on an annual basis for each MPERA employee in accordance with the Performance Management and Evaluation MOM Policy.

## **IV. CROSS REFERENCE GUIDE**

[MOM Performance Management and Evaluation Policy](#)

## **V. HISTORY**

Originally Approved March 2004

Amended July 13, 2006

Amended April 12, 2018