

Executive Secretary Evaluation Policy

Adopted December 2, 2011
Revised September 18, 2015

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Purpose

The TVARS Rules and Regulations grant authority to the TVARS Board to arrange for administrative services required to carry out the provisions of the Retirement System, including the appointment of an Executive Secretary. The Board of Directors has delegated a significant amount of responsibility to the Executive Secretary. The Board recognizes that it must monitor and evaluate the Executive Secretary. As such, the purpose of this policy is to ensure the Board's oversight and supervision of the Executive Secretary is carried out in an effective, meaningful, and fair manner.

Policy Objectives

The Objectives of the policy are to ensure that:

1. The Executive Secretary's evaluation process is understood and documented;
2. The evaluation process is conducted in an effective and meaningful manner;
3. The Executive Secretary is given objective and constructive feedback regarding his or her performance on a periodic basis; and
4. Meaningful goals are identified for the Executive Secretary.

Policy Requirements:

This Policy should be read in conjunction with the TVARS Rules and Regulations and the Loaned Employee Agreement between TVARS and TVA. In the event of a conflict between this Policy and the Rules and Regulations, the latter shall control. In the event of a conflict between this Policy and other policies, the more specific policy language, as determined by the Board, shall control. The Board has adopted the following guidelines:

1. All Directors are expected to participate in the evaluation and share their thoughts with one another during an executive session. If a Director will be absent from the meeting during which the evaluation is going to take place, the Chair or Vice Chair are to seek written comments from the Director prior to the meeting and share those comments at the meeting. Any such written comments will be treated as confidential information and will not be disseminated beyond the Board.
2. The evaluation will ordinarily take place annually, prior to the end of the fiscal year. The Board may undertake more frequent evaluations, if warranted.
3. The criteria to be used in the evaluation of performance will be related to those duties and responsibilities that the Board has assigned to the Executive Secretary. The criteria will ordinarily be documented in an evaluation form prior to the commencement of the evaluation period so that the Executive Secretary understands what is expected for the coming year.
4. At its discretion, the Board may solicit input from TVARS' staff on the Executive Secretary's performance to incorporate into its evaluation.

5. The Executive Secretary will provide a written self-assessment to the Board, organized in such a way that it follows the criteria in the evaluation form. The assessment will highlight accomplishments and also state professional development goals.
6. The evaluation of performance will be limited to activities, events, and accomplishments that took place during the prior fiscal year.
7. The Board recognizes that the Executive Secretary serves the Board as a whole. In order to act as a cohesive governing body and “speak in one voice,” the Board will strive to reach consensus about the evaluation ratings and messages. At the Board’s discretion, the Executive Secretary may be made aware of any minority views regarding his or her performance.
8. The Chair and Vice-Chair, together, will meet with the Executive Secretary soon after the executive session to verbally deliver the outcomes of the evaluation. The purpose of having both Board officers involved is to ensure accuracy in expressing the Board’s collective view. The results will also ordinarily be provided in writing on the agreed upon evaluation form. At the Board’s discretion, or at the request of the Executive Secretary, the whole Board may meet with the Executive Secretary to discuss the evaluation results.
9. The discussions held during the executive session are to be kept confidential among those who attend the session. The written evaluation results (the completed evaluation form) will not be released, with the possible exception of TVA management as described above, and will be kept in a TVARS confidential personnel file.
10. At the Board’s discretion, a third party may assist in coordinating and facilitating the evaluation process.
11. As set forth in the Loaned Employee Agreement between TVARS and TVA, the Board is responsible for evaluating the performance of the Executive Secretary on an annual basis and reporting such evaluations to TVA for purposes of its personnel systems and processes. Accordingly, the Board will provide to TVA a copy or summary of its evaluation of the Executive Secretary.
12. As set forth in the Loaned Employee Agreement between TVARS and TVA, the Board is responsible for benchmarking and setting the compensation of the Executive Secretary and will do so consistent with the TVA Compensation Plan. Accordingly, the Board will evaluate and set the compensation of the Executive Secretary on an annual fiscal year basis, which may be done in conjunction with the evaluation of the Executive Secretary’s performance as set forth in this Policy. In evaluating and setting the compensation of the Executive Secretary, the Board will take into account appropriate benchmark information for the position, as determined by the Board, and the performance of the Executive Secretary during the previous fiscal year. The Board will report to TVA the compensation to be paid to the Executive Secretary for each fiscal year for purposes of TVA’s personnel systems and processes.

Policy Review

The TVARS Board shall review this Policy periodically (normally every three years) to ensure it remains appropriate; provided, however, that the failure to review the Policy shall not invalidate the Policy. The Board may amend or terminate this Policy at any time. Notwithstanding the foregoing or any other terms of this Policy, this Policy does not confer any rights, benefits, or privileges upon the Executive Secretary, Members, Retirees, Beneficiaries, or any other third-parties. This Policy is not intended to be, and shall not be construed to be, a contract of employment. This Policy does not guarantee any terms of or term of employment.