



December 28, 2023

D2023-07

TO: All District Agricultural Association Board Chairs
SUBJECT: Annual CEO Performance Review

CDFA's Human Resources Branch (HR) has requested that the Fairs & Expositions Branch (F&E) provide an update to the DAA Board Chairs about scheduling and conducting an annual CEO performance review using the *Performance Appraisal Summary* form (SO-148).

CDFA HR requires that the Board President submit the CEO Annual Performance Review copies to CDFA HR **by April 1 of each year**. If the board has not yet completed a 2023 CEO Annual Performance Review, please add it to your next board meeting agenda. See the attached *CEO Evaluation Guidelines* for how to agendize the CEO Annual Performance Review.

The SO-148 Form is to be discussed by the Board to determine a rating for each category and signed by the CEO and Board Chair. If the CEO doesn't agree with the evaluation, they do not need to sign. In this instance, the CEO must submit in writing why they do not agree with the evaluation and provide it to the Board Chair to accompany the corresponding evaluation.

As part of the annual review, the Board of Directors also needs to assess the training requirements for the CEO. The *CDFA Training Policy 9.7.3* has more information about this critical part of an annual review. The SO-149 Form is a checklist that can help track the annual training required for the CEO. F&E's training coordinator, Ken Anater, can provide a record of the CEO's training history from the Online University. Please get in touch with Ken for any questions or assistance with the training records at Kenneth.Anater@cdfa.ca.gov, or (916) 767-8143.

In addition, it is advised to quarterly review the vacation or annual leave balances for the CEO as outlined in the attached *Vacation/Annual Leave Accumulations 9.4.3* policy. When a CEO approaches or exceeds a leave balance of **640 hours**, the CEO needs to submit a leave plan for the Board's review. The Board may adjust, if needed, but should work together with the CEO to develop a mutually agreed upon plan. Any future changes will need to go through the Board for review/approval. If the CEO does not follow the agreed leave plan, the Board will need to work with the CDFA Performance Management Analyst for guidance on progressive discipline.

For information on the accrual rate for CEOs, please reference CalHR's [Vacation v. Annual Leave Comparison Chart](#) for excluded employees.

CEOs can receive the following [credits](#) and participate in the following programs:

- [Vacation](#) and [Sick](#)
- [Annual Leave](#) (in lieu of Vacation and Sick)
- [Informal Time Off \(ITO\)](#) - At the Governor's discretion each year
- [Personal Holiday](#) - each July 1
- [Personal Development Days](#) (PDD) – 2 each fiscal year



- [Group Long-Term Disability Insurance](#)
- [Voluntary Personal Leave Program](#)
- [Leave Buy Back](#)

Unlike rank-and-file employees, CEOs are not eligible for Compensated Time Off (CTO), *aka* leave credits in lieu of overtime, or [cash in lieu of benefits](#). They are [FLSA-exempt](#) and must adhere to the following guidelines:

- Shall fill out an STD634 Absence and Additional Time Worked Report monthly and signed by CEO and Board President.
- Shall not be charged any paid leave for absences in less than whole-day increments.
- Shall not be docked for absences of less than whole-day increments.
- Shall not be required to document hours worked for payroll purposes.
- Shall receive eight (8) hours of holiday credit, or leave, if authorized by the Board of Directors to work on an approved holiday or when a holiday falls on a Saturday.

Monthly, CEOs need to submit a timesheet to the Board Chair for review and approval. One copy of the timesheet needs to be kept in the CEO's files, while the Board Chair retains a copy. A *leave balance tracking sheet*, sent out in a Circular Letter 2023-04 should accompany the STD 634, monthly timesheet to enable the Board to keep watch over the leave balances. The documentation of hours is to ensure that leave balances are tracked, that the rate of accrual is accurate, and for calculating final payouts. Upon separation, CEOs shall receive their final paycheck for the time worked and a cash lump sum for the balance of accrued Vacation, Annual Leave, Personal Holidays, and Holiday Credit hours. ITO and PDD days will not be cashed out.

Please contact your F&E resource coordinator directly if you have questions about this process.

If you have any questions or need additional information, please do not hesitate to contact Mike Francesconi, at (916) 900-5365.

Sincerely,



Mike Francesconi
Branch Chief

