

Cradle-to-Career Governing Board Staff Report

Date Report Issued: July 26, 2023
Attention: Members of Cradle-to-Career Governing Board
Subject: **Consideration of Proposed Policy for Requesting an Increase to the Executive Director's Salary**
Staff Contact: Julia Blair, General Counsel

At this meeting, the Governing Board (Board) will have the opportunity to consider a proposed Board policy to govern requests for an increase to the Executive Director's salary.

Requested Action:

After consolidation and discussion, Staff recommends that the Board adopt the proposed policy regarding requesting an increase to the Executive Director's salary.

- ❖ Move to adopt the proposed policy governing requesting an increase to the Executive Director's salary.

Background:

At its May 2023 meeting, the Board authorized two Board members, the Chair-elect and another member, to work with General Counsel Blair to draft a proposed policy for the purpose of providing transparency and consistency for exercising its discretion to request an increase to the Executive Director's salary. The proposed policy has been drafted in consideration of that discussion.

This policy outlines the process and criteria to be followed by the Board when exercising its discretion to request an increase to the Executive Director's salary. The criteria include completing a performance evaluation of the Executive Director for the previous year and making a determination that the Executive Director has met or exceeded the performance indicators determined for the performance evaluation by the Governing Board or delegated committee.

Components of the proposed policy include limiting salary increases to five (5) percent of existing salary and requiring, prior to Board approval, public disclosure of whether the policy criteria have been satisfied and the proposed percentage salary increase.

The proposed policy can be found in Attachment A.



Requests for Executive Director Salary Increase

1 OVERVIEW

This policy applies to requests by the Governing Board to increase the Executive Director's salary.

1.1 Objective

The purpose of this policy is to provide a consistent and transparent framework to be used by the Governing Board when exercising its discretion to request a salary increase for the Executive Director.

1.2 Policy Statement

Compensation for the Executive Director should serve to attract and retain a leader with a diverse set of skills and experiences to lead the Office of Cradle-to-Career Data. The Governing Board is committed to ensure that its Executive Director is compensated in a manner that is fair, reasonable, competitive, and fiscally prudent, and to do so in a way that is transparent to the public, as appropriate. The Governing Board acknowledges that many public employees receive regular merit adjustments to their salary, as well as cost-of-living adjustments to their base salary, and that policy regarding the Executive Director's salary should be approached in a similar manner.

2 POLICY DIRECTIVES

In exercising its discretion to request an increase to the Executive Director's salary, the Governing Board shall abide by the following:

2.1 Criteria

Prior to making a request for a salary increase, the Governing Board shall complete the performance evaluation of the Executive Director for the previous year and determine that the Executive Director met or exceeded the performance indicators determined for the performance evaluation by the Governing Board or delegated committee.

2.2 Deliberation and Disclosures

Pursuant to California Government Code 11126(a), consideration of the Executive Director's performance shall occur in closed session. Consideration of a request for a salary increase shall occur in open session. Prior to taking a vote on a salary increase request, the Board shall disclose whether the criteria for requesting a salary increase has been met, and the percentage increase in salary being requested.

2.3 Amount

Requests for salary increases shall not exceed 5 percent of the Executive Director's current salary unless the Governing Board determines by a vote that a specified higher percent is justified.

If the Executive Director has reached the limit of their salary range, the Governing Board shall provide CalHR and the Governor's Office a heightened justification for the salary increase request, which may include but is not limited to, (a) a change or evolution in the scope of duties and responsibilities of the Executive Director, and how the Executive Director's position has evolved in relation to the size and complexity of the agency, and (b) examples with specific details on how the Executive Director has consistently met or exceeded their responsibilities.

2.4 Other Adjustments

If after an external examination or the receipt of information documenting an equity discrepancy in the Executive Director's compensation, the Governing Board will make a recommendation for a salary review by CalHR or make a specific adjustment recommendation.

3 AUTHORITY/REFERENCE

The Governing Board is not authorized to provide salary increases to exempt employees, including the Executive Director. Salary increase requests by the Governing Board require the submission of an Exempt Position Request (EPR) package and approval from the Government Operations Agency and the Department of Human Resources (CalHR). The EPR package is submitted by the Office of Cradle-to-Career Data with input from the Chair of the Governing Board. CalHR informs the Governor's Office of the request.

4 POLICY REVIEW, AMENDMENTS AND TERMINATION

The Governing Board shall review this policy every 3 years or earlier if needed. The Governing Board may amend, suspend, or terminate this policy by a vote.

REVISION HISTORY

| DATE | USER | DESCRIPTION |
|---------|-------------|-------------------------------------------------------------------------------------|
| 6.30.23 | Julia Blair | <ul style="list-style-type: none">• draft policy completed |
| | | <ul style="list-style-type: none">• Policy adopted by Governing Board |