

Board of County Commissioners
Leon County, Florida

Policy No. 03-14

Title: Annual Evaluations and Pay Adjustments for the County Attorney

Date Adopted: September 20, 2011

Effective Date: September 20, 2011

Reference: N/A

Policy Superseded: Policy No. 00-6, "Annual Evaluations and Pay Adjustments for County Administrator and County Attorney," adopted September 9, 2000; Policy No. 03-14, "Annual Evaluations and Pay Adjustments for County Administrator and County Attorney," adopted October 14, 2003; Policy No. 03-14, 'Annual Evaluations and Pay Adjustments for County Administrator, County Attorney, and Executive Director, Tourist Development Council', adopted October 14, 2008

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Policy No. 03-14, adopted by the Board of County Commissioners on October 14, 2008, is hereby superseded and a revised policy is adopted in its place, to wit:

There shall be an annual review and merit pay consideration for the County Attorney. A procedure shall be used to conduct such annual evaluation and to determine annual pay adjustments of the County Attorney.

- A. By August 15 of each year, the Chairman will distribute an evaluation form to each Commissioner.
- B. Each Commissioner is to complete an evaluation of the County Attorney using the form provided.
- C. By September 10, each Commissioner should meet individually with the County Attorney to discuss the results of the evaluation. At the conclusion of the evaluation conference, the Commissioner will provide the County Attorney with a copy of the completed and signed evaluation form. A copy will also be provided to the Chairman.
- D. The Board Chairman will review all of the evaluation forms and, by September 30, will approve an appropriate percentage increase in accordance with the contracts of the County Attorney.