

# LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS POLICY MANUAL

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supersedes no. 40.02 G

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category: Employee Relations  
title: Board Administrator Compensation & Performance Review

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## PURPOSE:

Provide for the annual review of performance & compensation of the Board Administrator.

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## POLICY:

1. A written performance evaluation for the Board Administrator will be performed annually by each member of the Board of Directors (the Board).
2. For the Board Administrators' annual merit increase, a composite total score will be determined by dropping the highest score and lowest score by the Directors and average the remaining 8 or number of evaluations completed. The composite total score will determine the amount of the merit increase the position will receive based on the merit range percentages determined for management each fiscal year. The score and summary of written comments will be communicated by the Board Chair to the Board Administrator.
3. The base and incentive compensation for the Board Administrator will be determined using the same compensation philosophy and processes described in the Leadership Pay Plan that are used for management level positions within LMHS.
4. Human Resources will provide to the Board the appropriate annual evaluation form to complete and send to Human Resources. Upon receipt from Directors, Human Resources will tabulate evaluation results and provide scoring to the Board Chair.
5. The Board Chair will conduct a personal interview with the Board Administrator to review the composite total score and feedback from Directors and communicate the amount of any pay increase based on the score. Human Resources will be responsible to process the merit increase based on the composite total score.
6. The final documentation (scoring grid with comments) will be sent out to each Board member for their information.