



PERSONNEL COMMITTEE TERMS OF REFERENCE

Composition

- 1) The Personnel Committee will be comprised of three Commissioners appointed by the Board, upon the recommendation of the President. No Commissioner who is an employee of SFERS will serve on the Personnel Committee.
- 2) The Executive Director may designate a staff member to provide administrative support to the Personnel Committee.

Operational Rules

- 3) The Personnel Committee will adhere to the following operational rules:
 - a) The presence of a majority of Personnel Committee members shall constitute a quorum;
 - b) All actions of the Personnel Committee shall be by an affirmative vote of the majority of the members present at a meeting of the Personnel Committee, provided a quorum is present;
 - c) All actions of the Personnel Committee shall be approved by the Board to be effective, unless otherwise provided herein;
 - d) The Personnel Committee shall meet semi-annually, or as deemed necessary by the Personnel Committee or Chair of the Personnel Committee;
 - e) The Personnel Committee shall periodically review its terms of reference and advise the Governance Committee with respect to modifications, as appropriate.
- 4) The Personnel Committee shall establish other operational rules, procedures, calendars, and agendas for the Personnel Committee, as necessary, provided they are consistent with the City Charter, Ordinances, and the policies of the Board.

Duties and Responsibilities

- 5) The Personnel Committee will:

- a) Recommend to the Governance Committee amendments to the terms of reference of the Executive Director and the Actuarial Services Coordinator, as appropriate;
- b) Recommend to the Board an Executive Director Performance Evaluation Policy and any amendments thereto;
- c) Recommend to the Board an Actuarial Services Coordinator Performance Evaluation Policy and any amendments thereto;
- d) On an annual basis in June of each year to the extent practicable, coordinate separate evaluations of the performance of the Executive Director and the Actuarial Services Coordinator, in accordance with any policies, procedures, or programs prescribed by the Board or the City and County of San Francisco;
- e) In June of each year, review annual fiscal year business objectives proposed by the Executive Director and, in response, recommend annual Executive Director business objectives to the Board for approval at the July Board meeting, if possible. The Personnel Committee may recommend to the Board additions and/or changes to the annual business objectives upon consultation with the Executive Director.
- f) Provide informal mid-year and once annually formal, feedback to the Executive Director regarding the Executive Director's, and as to the Actuarial Services Coordinator regarding the Actuarial Services Coordinator's performance.
- g) Periodically review and discuss succession planning with the Executive Director and advise the Board as appropriate;
- h) Coordinate employment searches for the positions of Executive Director and Actuarial Services Coordinator, in the event either position becomes vacant;
- i) Recommend to the Board any human resource consultants to be retained in connection with the retention or evaluation of the Executive Director or the Actuarial Services Coordinator;
- j) Advise the Board and Executive Director on matters pertaining to human resource policy or strategy.
- k) Perform any other duties that are assigned by the Board; and
- l) Regularly report to the Board on its activities.

Review

- 6) The Board will review these terms of reference at least every five years.

History

- 7) These terms of reference were adopted by the Board on July 8, 2003. Amended January 9, 2007; January 11, 2011; May 13, 2015; December 13, 2017, and May 18, 2023.