

POLICY NUMBER: POL-112

Chapter:
BOARD OF DIRECTORS

Subject:
BOARD - CHIEF EXECUTIVE OFFICER RELATIONSHIP, MONITORING CHIEF EXECUTIVE OFFICER PERFORMANCE

Effective Date:
January 23, 2003

Last Update:
May 7, 2020

PURPOSE:

The purpose of this policy is to set out guidelines for monitoring the Chief Executive Officer's performance.

REFERENCE:

Workers Compensation Act R.S.P.E.I.1988, Cap. W-7.1, Section(s) 28(1) & 30(2)(b)

DEFINITION:

POLICY:

1. Monitoring of Chief Executive Officer performance is synonymous with monitoring organizational performance against Workers Compensation Board policies on *Ends* and *Executive Limitations*. Any evaluation of the Chief Executive Officer performance, formal or informal, may be derived only from these monitoring data.
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2. The purpose of monitoring is simply to determine the degree to which the Workers Compensation Board policies are being fulfilled. Information which does not do this will not be considered to be monitoring. Monitoring will be as automatic as possible.
3. A policy may be monitored in one or more of the following ways:
 - A. Internal report: Disclosure of compliance information to the Board of Directors from the Chief Executive Officer.
 - B. External report: Disclosure of compliance information by a disinterested, external auditor, inspector or judge who is selected by and reports directly to the Board of Directors. Such reports must assess executive performance only against the policies of the Workers Compensation Board, not those of the external party unless the Board of Directors has previously indicated that the party's opinion is to be the standard.
4. Upon the choice of the Board of Directors, any policy can be monitored by any method at any time. For regular monitoring, however, each *Ends* and *Executive Limitations* policy will be classified by the Board of Directors according to frequency and method.

A monitoring schedule is attached as Appendix "A" to this policy.

5. In the month of May of each year, the Board of Directors will have a formal evaluation of the Chief Executive Officer. This evaluation will only consider monitoring data as defined here, as it has appeared over the intervening year.

Monitoring

6. This policy will be monitored by the Board of Directors annually and reviewed in May of each year.

HISTORY:

May 7, 2020 – Amended Appendix "A" to reflect change in monitoring schedule for "Financial Condition and Activities."

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May 9, 2019 - Added a purpose statement and amended "Appendix A – Monitoring Schedule".

December 12, 2017 – Amended Appendix "A" to reflect change in monitoring schedule for "Financial Condition and Activities" to quarterly.

February 25, 2016 - Amended Appendix "A" to reflect monitoring frequency of the "Financial Condition and Activities" to four times annually.

April 23, 2015 - Amended the Appendix "A" to reflect a change in monitoring frequency for the "treatment of clients" from bi-annually to annually. Also, removed the October review of the policy.

October 24, 2013 – Policy reviewed by Board of Directors. No changes made.

April 4, 2006 - Editorial changes made to the policy as a result of a review by the Board of Directors.

September 22, 2004 - Amended the Appendix "A" to reflect a change in monitoring frequency for the "treatment of clients" from quarterly to bi-annually. Also changed the monitoring frequency for the "compensation and benefits" from August to December of each year.

Board of Directors Approval Date: January 23, 2003

