

PERFORMANCE REVIEW

Purpose:

To provide a process by which the job performance of district personnel is appraised for the purposes of individual and organizational development and career advancement.

Scope:

This policy applies to performance reviews on full-time employees.

Policy:

The performance review process will be managed to accomplish the following objectives:

- A. To provide personnel with full and accurate information and feedback concerning their performance.
- B. To identify performance elements in which personnel do well and those which require improvement. To establish plans to correct performance shortcomings and to create goals for the upcoming work period.
- C. To provide personnel with the opportunity to ask questions and/or give comments and feedback regarding their overall employment or volunteer membership with the district.
- D. To facilitate planning for future training and promotional opportunities.
- E. To determine the appropriateness of a wage increase, where applicable.

Guidelines:

- A. Evaluation Criteria.
 1. All performance reviews will be completed on the approved district form.
 2. National Fire Protection Association (NFPA) Standards of Professional Qualifications shall be used as a basic guideline for determining performance for applicable positions. Performance standards shall be established for purposes of evaluation for those positions not affected by NFPA.
 3. Principal considerations within the evaluation include, but are not limited to, job knowledge, quality and quantity of work, attendance, teamwork, communication skills, adherence to policies and guidelines, ability to execute position responsibilities, etc.
- B. Approvals.
 1. All wage increases shall remain within the guidelines of the current SOG #400.38, "Regular Full-time Employee Pay Scales".

2. The Board of Trustees shall review and approve the performance reviews, as well as recommend wage increases within the guidelines of the prevailing SOG #400.38, "Regular Full-time Employee Pay Scales", for all full-time employees.
3. The Chief must sign final approval on all evaluations, and as primary authorization for those under his/her direct supervision.

Procedures for Performance Review Process:

Each supervisor is responsible for conducting performance reviews for each of his/her subordinate personnel.

- A. Timing.
 1. All new personnel will receive a formal, written performance review after a quarter of employment or volunteer membership and at the end of their probationary year.
 2. Beyond the probationary year, all personnel will receive annual reviews; these shall be completed no later than December 5th of each year for presentation at the December Board of Trustees meeting.
 3. Newly promoted personnel will receive a review at the end of six months in the new position and again at the end of 12 months.
 4. Special reviews may be conducted at the discretion of the Chief.
- B. Performance Review Administration.
 1. Administration of reviews is the responsibility of the supervisor. Supervisors shall prepare the review and forward it to their respective supervisor for approval at least seven days in advance of the required evaluation date.
 2. The Chief and/or Assistant Chief (as appropriate) shall review, seek final approval, and take action on each review within one week of receipt, and return to the supervisor for delivery to the employee.
- C. Performance Review Discussion.

The supervisor will hold a discussion with the employee regarding each performance review. The discussion should be held at a prearranged time in a private location free from interruptions.
- D. Employee Signature.

The employee will be asked to comment on the review and acknowledge it by signing the form. If the employee refuses to sign the form, the supervisor will write in "Employee Refuses to Sign", add his/her initials and the date, and have a witness also sign the form.