



MANAGEMENT POLICY

POLICY NUMBER:
101.10

SUBJECT:

Performance Evaluations

EFFECTIVE DATE:
11/26/2012
REVISED DATE:

I. Purpose

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

II. Scope

This policy applies to the performance review of all employees and volunteers, with the exception of the Fire Chief.

III. Policy

A. The employee performance review process shall be managed to accomplish the following objectives:

1. To provide employees with full and accurate information and feedback concerning their performance.
2. To identify performance elements in which employees do well and those elements that requires improvement.
3. To establish plans to correct performance shortcomings and to establish goals for the upcoming work period.
4. To provide employees with the opportunity to ask questions and/or give comments and feedback regarding their overall employment with the District.
5. To facilitate planning for future training and promotional opportunities.
6. To determine the appropriateness of a salary adjustment.

B. Evaluation Criteria

1. Policies, procedures, and directives, shall be used as basic guidelines for performance determination.
2. Principal considerations within the evaluation may include, but are not limited to: job knowledge, quality and quantity of work, attendance, teamwork, communication, adherence to policies and procedures, ability to execute position responsibilities, etc.

C. Grievance

1. An employee who receives a performance appraisal that results in a reduction in compensation, or the denial of a merit increase, may submit a grievance as outlined in Management Policy 101.21

IV. Procedure

Each supervisor is responsible for conducting performance reviews for each of their assigned employees.

A. Probationary Evaluations

1. All new employees shall, during their first year of employment, receive written quarterly probationary performance reviews to ensure that the employee is progressing as expected. The completion of the probationary year will be formalized with the final probationary evaluation. This evaluation will indicate

either the satisfactory completion of the probationary period or the justification for extending the probation. If the probation is extended the supervisor must indicate the areas requiring improvement as well as how those areas might be improved. The improvements are the responsibility of the new employee.

2. Newly promoted employees shall, during their six month probationary period, receive written quarterly performance reviews to ensure that they are performing satisfactorily in and adapting to their new position. The completion of the probationary period will be formalized with the final probationary evaluation. This evaluation will indicate either the satisfactory completion of the probationary period or the justification for extending the probation. If the probation is extended the supervisor must indicate the areas requiring improvement as well as how those areas might be improved. The improvements are the responsibility of the employee.

B. Annual Evaluations

1. All employees shall receive performance reviews annually during the month of July.

C. Performance reviews may also be required in the following circumstances:

1. Upon transfer, for disciplinary action, or demotion.
2. Upon the granting of a special merit increase.
3. Special reviews may be conducted at the discretion of a Chief Officer.

D. Performance Review Process

1. All performance evaluations shall be completed on the approved electronic form.

- a) Employee completes the "Self Evaluation"
- b) Supervisor completes the "Employee Evaluation"
- c) Employee completes the "Employee Response"
- d) Employee and supervisor complete the "Goals and Objectives"

E. The Fire Chief shall certify that employee evaluations are completed annually.