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# EMPLOYEE PERFORMANCE EVALUATIONS SOG

## SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

## PURPOSE

To establish guidelines and responsibilities for the Stoney Point Fire Department (SPFD) personnel performance evaluation system.

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## GUIDELINES

**POLICY:** Effective job performance by all full time employees is essential for achievement of the SPFD goals and objectives. Employee evaluation periods for new employees will be from the date of employment to the end of the one-year probationary period. Performance Evaluations will continue annually.

Volunteers will be evaluated based on participation in training objectives and benchmarks, incident response and overall program attendance all of which is documented.

## **SPECIFIC PROCEDURES:**

### **A. GOALS**

The goals are to provide, at a minimum, the following:

- Fair and impartial personnel decisions.



- A means for measuring and improving employee performance.
- A medium for personnel counseling.
- To facilitate proper decision making regarding probationary employees.
- An objective and fair means for measurement and recognition of individual performance in accordance with prescribed guidelines.
- A means for identifying training needs for individual employees.

## B. MEASUREMENT DEFINITIONS

The SPFD will provide overall evaluations corresponding to the following levels of performance criteria:

1. Unsatisfactory: Work that fails to meet the success criteria of the job throughout the rating period.
2. Satisfactory: Work that meets the success criteria of the job throughout the rating period.
3. Good: Work that is above the success criteria of the job throughout the rating period.
4. Outstanding: Work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably and consistently above the success criteria of the job.

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Ratings of Outstanding or Unsatisfactory will be documented in writing.

## C. RATER RESPONSIBILITIES

Basic responsibilities of raters include, but are not limited to:

- Prior to each evaluation, it is the supervisor's responsibility to review these directions to ensure they conduct proper, consistent evaluations.
- Supervisors shall evaluate employees using the evaluation form consistent with employee's job description, and following this format for conducting evaluations.



- It is the rater's responsibility to explain fully to the evaluated employee all ratings given, and all parts of the evaluations form and particular evaluation process which the employee is in. This includes giving the employee the opportunity to sign and make written comments at the conclusion of the evaluation review, to supplement the performance evaluation form.
- It is the responsibility to keep bona fide documentation on employees they supervise. This includes notes from periodic meeting held between supervisors and employees.
- The only information to be considered in an evaluation shall be documentation through meeting or encounters, supervisor, letters of commendation, documented assignments, documented counseling, documented training or re-training, documented disciplinary actions and documented evaluations, or other forms of bona fide documentation.
- Once an evaluation is completed and signed by all parties, it is the responsibility of the Clerk to the Board to forward a copy of the completed evaluation to the employee.

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#### **D. TRAINING**

Supervisor's responsible for rating employees shall be trained and fully aware of the errors which are frequently made while rating employees. All Supervisors shall receive mandatory training in the proper application of the agency's rating system. Each supervisor shall receive evaluation training which shall include, at a minimum:

- Common rating errors.
- How to proceed with the actual rating.
- The evaluation interview.
- Specific responsibilities as to what, when, where, how, and by whom the employee is to be evaluated.



## E. EVALUATION FORM

The evaluation forms are designed to be used for all employees with some variation due to duty assignments.

- **New Hires**

All employees will be on probationary status for one year. Semi-Annual evaluations will be done for all probationary employees.

- **Annual Evaluations**

A performance evaluation of each full time employee shall be conducted annually. The SPFD appraisal cycle will run from January 1<sup>st</sup> thru December 31<sup>st</sup>. Annual evaluations will be due for all employees no later than February 15.

- **Change in Status**

A performance evaluation will be conducted on an employee whenever there is a change in the employee's status. Changes in status may include, but are not limited to, change in shift changes or change in 1<sup>st</sup> line supervisor.

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## F. UNSATISFACTORY PERFORMANCE

Any non-probationary employee must be informed in writing, 90 days prior to their evaluation that their performance has been deemed unsatisfactory. This includes any areas where the employee is performing at a less than standard level. At this time the supervisor and employee can devise an action plan for the employee to show improvement and have at least 90 days to show improvement prior to the evaluation. If unsatisfactory performance continues, this information should be included in the evaluation report at the end of the 90 day period.



## G. EMPLOYEE REVIEW

The employee shall be included in the evaluation process. This should contribute to the fairness and objectivity of the system.

The rating supervisor shall go over the evaluation with the employee and discuss:

- Results of the performance evaluation.
- Level of performance expected, rating criteria or goals for the new reporting period; and
- Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

At the conclusion of the evaluation process the employees shall be asked to sign the evaluation form, indicating the employee received a copy.

A comment section is provided if the employee wishes to make one. This is optional.

If the employee does not agree with the given evaluation, a section is available for the appeal along with specific reason for the appeal.

## H. RETENTION OF EVALUATIONS

All evaluations shall become a permanent part of an employee's personnel file.

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### **I. SUPERVISORS EVALUATED**

Supervisors shall be evaluated regarding the fairness and impartiality of ratings given, their participation in counseling rated employees, and their ability to carry out the rater's role in the performance evaluating system.

The rater's evaluation shall be entered in the dimension entitled Supervision on the performance evaluation for supervisors.

### **J. SUPERVISORS SIGNATURES**

Each supervisor, beginning with the rating supervisor, in the employee's chain of command shall review and sign the evaluation form.

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