

Subject:	PERFORMANCE EVALUATION-- STAFF
Section:	PPG# 2450
Chapter:	Personnel
Effective Date:	3/14/2019

POLICY

The Vision of McLane Black Lake Fire Department is to set the standard for organizational excellence. Central to this vision is continuous quality improvement; professional and performance excellence. Evaluation of performance and/or accomplishments of staff is an important component to ensure professional and performance excellence. Staff members are expected to perform the duties identified in their position descriptions in addition to any additional responsibilities that may be assigned.

The Chief shall develop a system for evaluating work performance for all employed members of the district (staff). The system shall provide the criteria and related forms to be used for evaluating staff.

PROCEDURES

1. All employed members of the fire district shall receive a minimum of one (1) formal performance evaluation from his/her direct supervisor annually. The Fire Chief may require more than one evaluation per year depending on individual situations and needs. Self-evaluation by the staff member shall be a component of the annual review. Self-evaluations shall not be retained in the employee's personnel file.
2. In addition, each member shall receive a semi-annual check-in to cover progress on the staff member's performance goals and/or an individual development plan identified at the previous annual review.
3. New probationary staff members shall receive monthly evaluations as identified in the probationary standards.
4. Supervisors shall communicate with their subordinates regularly to establish a constructive dialogue relative to job performances.
5. Supervisors shall maintain performance notes on all staff members they supervise. Incidents or observations on a staff member, positive or constructive, shall be noted. Performance notes shall be kept in electronic format or in hard copy by the supervisor as directed by the Fire Chief, and used by the supervisor in the development of the performance evaluation.
6. Performance evaluations shall be completed using the department's adopted performance evaluation tools.

7. The chief or his/her designee shall be responsible for the overall management of the evaluation process. Annual evaluations shall be completed during January of each year. Completed evaluation forms shall be reviewed by the chief or designee for review and distribution.
8. Appeal of Performance Evaluation:
 - a. Employees have the right to appeal an evaluation by filing a written appeal to the Fire Chief within ten (10) working days of when the evaluation was received by the employee. If the evaluation was performed by the Fire Chief, the appeal shall be forwarded to the District Board of Fire Commissioners. The appeal should state the reasons the employee believes the evaluation does not accurately reflect their performance relative to the skills, abilities and behaviors identified in the Skill Dimensions within the Performance Evaluation tool.
 - b. The Fire Chief/Board of Fire Commissioners must provide a written decision to the employee within thirty (30) days of receipt of the appeal.
 - c. The written decision of the Fire Chief or District Board of Fire Commissioners, if applicable, is final with no additional recourse under this policy.