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## EMPLOYEE PERFORMANCE EVALUATIONS

### SCOPE

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

### PURPOSE

To establish the procedures for the conduct of performance evaluations of Stoney Point Fire Department volunteer and career personnel.

### DEFINITIONS

**Guideline** - a general rule, principle, outline of a policy

**Member** – any career, volunteer, staff, and auxiliary personnel affiliated with the department

**Responsibility** - the state or fact of having a duty to deal with something or of having control over someone, being accountable for one's actions

**Shall** - indicates a mandatory requirement

### GUIDELINES

Effective performance by all personnel is essential for the successful accomplishment of Stoney Point Fire Department's goals and objectives. All personnel shall be evaluated annually to identify strengths, weaknesses, and opportunities for improvement. Personnel shall be evaluated on their completion of departmental training objectives, incident response performance, attendance, job performance, attitude, discipline, professional development, and leadership and potential for advancement.

### Procedures

The goal of each evaluation is to provide both the individual and Stoney Point Fire Department a fair and impartial evaluation of each Firefighter and Officer. Each evaluation is an opportunity for personnel counseling and recognition of individual performance and potential. Each member's supervisor shall conduct regular informal performance evaluations to ensure that the annual evaluation is accurate and timely corrections to performance can be made.

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### **Evaluation Form**

Each member shall be evaluated on a form that reflects their duty assignments and responsibilities. Additional duties shall be included to each member's evaluation form as they apply. Each performance evaluation form is position specific and delineated between volunteer and career staff. The general evaluated positions are as follows:

- Firefighter
- Emergency Medical Technician
- Driver/Operator/Engineer
- Lieutenant
- Captain
- Assistant Chief
- Deputy Chief
- Fire Chief

### **Evaluated Subject Areas**

Each member shall be evaluated for their performance and potential in each of the following areas:

- Responsibility
- Job Knowledge and Skill (Position Assigned)
- Attitude and Teamwork
- Judgment
- Communication Skills
- Attendance and Conduct (Participation)
- Quality (Incident/Training)
- Safety Oriented (Accidents)
- Resourcefulness
- Appearance
- Certification (Professional Development)

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## Programs

## Standard Operating Guidelines (SOG)

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### Evaluation Criteria

The following scores shall be utilized to rate the member's performance and potential in each of the subject areas:

- **Above Standards** - performance that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably and consistently above the success criteria of the job
- **Meets Standards** - performance that is frequently above the success criteria of the job throughout the rating period
- **Not Met Standards** - performance that fails to meet the success criteria of the job throughout the rating period
- **Not Applicable** – performance was not evaluated for this subject area

Ratings of Outstanding or Unsatisfactory shall be fully documented in writing and explained in person during the evaluation meeting.

### Rater Responsibilities

The Rater for each member shall be their First Line Supervisor. The basic responsibilities of each Rater include:

- Prior to each evaluation, review this guideline to ensure the proper conduct of fair and consistent evaluations
- Evaluate subordinates utilizing the appropriate evaluation form consistent with employee's job description
- Fully explain all ratings given to the evaluated employee all ratings given, the evaluation form, and the evaluation process
- Provide the rated member the opportunity to acknowledge the evaluation by signing it, and to make written comments concerning the evaluation ratings or process at the conclusion of the evaluation review
- Maintain documentation of all rated performance that supports the member's evaluation
- Evaluate only performance that has been documented, supervisor and subordinate meeting notes, disciplinary actions, Letters of Commendation, training certificates, or other relevant documents
- Submit the completed evaluation for inclusion into the member's official record, ensure that the subordinate receives a copy of the evaluation for their personal records

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### Training for Raters

Prior to evaluating any member, the Supervisor shall receive training on effective evaluation techniques, Stoney Point Fire Department policies, and Rater responsibilities. This training shall include:

- Common rating errors
- Evaluation process
- Conduct of the evaluation interview
- Rater responsibilities

### Effective Dates for Evaluation Forms

Performance evaluations are typically conducted annually.

- **Annual Evaluations** - performance evaluation for all personnel shall be conducted annually, the evaluation cycle shall run from January 1<sup>st</sup> thru December 31<sup>st</sup>. Evaluations shall be completed and submitted no later than February 15
- **New Hires** – career employees shall be on a probationary status for one-year, semi-annual evaluation reviews shall be performed, and annual performance evaluations shall be conducted on the anniversary of their hire
- **Change in Status** - performance evaluation shall be conducted on a member whenever there is a change in their status (shift change, promotion or demotion or the change in First Line Supervisor)

### Unsatisfactory Performance

Non-probationary members shall be informed of performance deemed unsatisfactory, in writing, at least 90 days prior to an evaluation. Unsatisfactory performance may include discipline problems, negative interpersonal interactions, incompetence, repeated assignment failure, tardiness, reckless behavior, or willful damage to department equipment. This 90-day period permits the Supervisor and member to develop and implement an improvement plan to correct deficiencies prior to the annual evaluation. Failure to make substantial improvements to performance shall be included in the evaluation.

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### **Member Review**

The member shall be included in the development of the performance evaluation. This review shall be conducted prior to the evaluation interview and contribute to the objectivity of the evaluation process. The Rater shall review the evaluation with the employee and discuss:

- Career and advancement counseling, recommended training, education, and skill improvements to attain the member's goals
- Objective performance evaluation, relative to duty performance, training, accountability, and responsibility
- Expected performance level, attainment of previous evaluation goals, and improvements for the next rating period

At the conclusion of the evaluation process the member shall be asked to sign the evaluation form, indicating the member received a copy. There is a block for concurring with the performance evaluation. Checking no to concurring with the performance evaluation shall trigger an appeal review.

### **Retention of Evaluations**

All evaluations shall become a permanent part of the member's personnel file.

### **Evaluation of Supervisors**

Supervisors shall be evaluated upon their conduct of subordinate evaluations. The Supervisor's objectivity, impartiality, and thoroughness shall be rated under supervision on their performance evaluation.

### **Rating Chain**

Each Supervisor in the member's chain of command shall review and sign the performance valuation form.

### **References**

NFPA 1021

Stoney Point Fire Department Evaluation Form

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