

POLICY - 2.7.2 - PERFORMANCE REVIEWS
SCOPE - ALL PERSONNEL

The goal of the performance review process is to establish a pattern of expected work performance and habits. The review process gives individuals and supervisors an opportunity to measure, review and establish goals, reward or acknowledge good performance, create incentives, and detect and correct improper behavior or activity and/or substandard work performance.

- A. **REVIEW PROCESS:** Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth in policy. Individuals and supervisors are required to sign the completed performance review forms. All performance reviews will be reviewed by the Fire Chief or designee and placed in the individual's personnel file. Individuals shall be provided with a copy of the performance review.
- B. **INDIVIDUALS AFFECTED:** All regular employees and volunteers of the District will be evaluated under this policy. The Fire Chief shall be evaluated annually by the Board of Directors based upon the written objectives established by the Board for the completed period, or by the job description generally.
- C. **REGULAR REVIEW:** All individuals will be evaluated at least annually in the month of their anniversary date.
- D. **PROBATIONARY REVIEW:** Probationary personnel will participate in a goal-setting interview/review as often as appropriate, and will be evaluated in at least two performance progress reviews before being advanced to regular status.
- E. **PAY AND PROBATION RECOMMENDATIONS:** A recommendation for a merit increase and/or extension of probation, or passing probation to regular status, or termination shall be set forth in a performance evaluation as appropriate.
- F. **SUPPLEMENTAL EVALUATION:** A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor.