



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 064**

PERFORMANCE REVIEWS

I. PURPOSE

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

II. SCOPE

This policy applies to the performance review of all members, with the exception of the Fire Chief, who is reviewed by the Fire Board.

III. POLICY

The member performance review process shall be managed to accomplish the following objectives:

- A. To provide members with full and accurate information and feedback concerning their performance.
- B. To identify performance elements in which members do well and those elements that require improvement. To establish plans to correct performance shortcomings and to establish goals for the following year.
- C. To provide members with the opportunity to ask questions and/or give comments and feedback regarding their overall volunteer employment with the District.
- D. To facilitate planning for future training.

IV. GUIDELINES

A. Evaluation Criteria

- 1. All performance evaluations shall be completed on the approved form.
- 2. National Fire Protection Association (NFPA) Standards of Professional Qualifications and MJFD policies, procedures, and directives, shall be used as basic guidelines for performance determination.
- 3. 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, one's annual driving record, etc.

B. Approvals

- 1. The Fire Chief or his designated representative shall approve the performance evaluations.

V. PROCEDURES FOR PERFORMANCE REVIEW PROCESS

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

A. Timing

- 1. All newly hired or newly promoted members shall receive a written performance review upon completion of 30 days, and quarterly thereafter through the end of the 12-month probationary period, so as to ensure that the member is progressing as expected during the probationary period.



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 064**

PERFORMANCE REVIEWS

2. Beyond the probationary period, all members shall receive annual reviews.
3. Informal performance reviews may occur at the discretion of the supervisor at either 3 or 6-month intervals based on performance improvement plans or other performance issues.

B. Performance Review Discussion

The officer, in conjunction with the Fire Chief, shall hold a discussion with the member regarding each performance review. The discussion shall be held at a prearranged time in a private location with the intent to be free from interruptions.

C. Member Signature

The member shall be asked to acknowledge receipt of the evaluation by signing the form. Additionally, the member may provide comments if so desired. If the member refuses to sign the form, the supervisor shall write in "Member Refuses to Sign" and initial and date the form.

D. Retention of Performance Evaluations

1. All written performance evaluations shall be maintained in the member's central personnel file.

Approved by the Mescal-J6 Fire District Governing Board on October 12th, 2015. Replaces February, 2012