

Campbell County Fire Department Policy

General Administration

Performance Appraisals



900.302

PURPOSE:

The job performance of each employee is evaluated periodically by the employee's supervisor using the approved Fire Department Performance Appraisal System.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Performance appraisals utilizing the Fire Department approved process shall be completed by an employee's supervisor at least annually based on the approved evaluation time schedule.
- B. Supervisors may informally discuss any performance or conduct issues that warrant attention and document any incidents or discussions at the supervisor's discretion. Additionally, supervisors may complete formal performance appraisals as follows:
 - a. By the end of the introductory period;
 - b. When the employee is transferred or promoted to a new job; or
 - c. When the employee is assigned to a new supervisor.
- C. In completing appraisals, supervisors shall prepare a written evaluation of each employee's job performance. Such an evaluation may include the supervisor's comments and recommendations, performance goals, objectives for the next evaluation period, and an action plan for achievement of established goals and objectives.
- D. The supervisor and employee may meet to discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the written evaluation and make written comments about any aspect of it. The employee and supervisor should then sign and date the evaluation and forward it to the Fire Chief for review and inclusion in the employee's personnel file.
- E. Employees may request a review of their evaluation by the Fire Chief.
- F. The Fire Chief should review each supervisor's written evaluation to help assure that the evaluation function has been properly completed.

Initial Approval: 3/28/07; 3/24/10
Revision Date: 4/27/11

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- G. Information derived from the performance appraisal may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment.
- H. The Fire Department may, at its sole discretion, modify or revoke this policy in whole or in part as it may decide, at any time. This policy is not a promise or contract, express or implied, and the Fire Department retains the right to determine whether and how said policy may be applied.

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