

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

K. W. Perkins, Fire Chief

1110.085

Performance Evaluations

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PURPOSE

To be able to deliver an acceptable level of service to the citizens, ECFR must insure that its personnel are well trained and able to function as an integral part of the department. Performance evaluations serve to communicate expected knowledge, skills, and abilities of personnel. They also serve to identify personal strengths and weaknesses.

OBJECTIVE

To identify the proper procedure for conducting annual performance evaluations on ECFR personnel

SCOPE

Career Personnel

EMPLOYEE PERFORMANCE EVALUATION

An annual performance evaluation shall be completed for all personnel by his/her immediate supervisor. The Fire Chief will review all evaluations.

All career probationary personnel are evaluated after their initial third and sixth month of employment, formally evaluated at the end of the 12-month period from the date of hire, and then formally evaluated on an annual basis. In addition, personnel will be evaluated after an initial six (6) month period from the date of promotion, or more frequently if deemed appropriate by the Fire Chief or his designee.

The immediate supervisor discusses the performance rating with the employee, who signs a copy, which is placed in the employee's personnel file. The employee's signature only indicates his acknowledgment of the discussion. The employee may agree or disagree with the evaluation in writing.

The evaluation may be used for award purposes or for termination proceedings. It is important to realize that it is of the utmost importance for supervisors to evaluate their subordinates accurately without favoritism or malice.

APPEALS PROCEDURE

Career personnel may appeal a performance evaluation to the Fire Chief. The appeal should be in writing and detail the areas of disagreement. The Fire Chief will schedule a meeting with the employee within ten (10) calendar days following receipt of the appeal. If personnel are dissatisfied with the decision of the Fire Chief, he/she may appeal to the County Administrator within ten (10) days. The County Administrator's decision shall be final and not subject to any grievance procedure.