

Performance Evaluations

1001.1 PURPOSE AND SCOPE

The objective of the evaluation system is to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation is a gauge in measuring performance and is used for making personnel decisions relating to promotion, reassignment, discipline, demotion and termination. This also provides a guide for mutual work planning and review and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

1001.2 POLICY

The District evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 EXPECTATION

Effective performance depends on effective two-way communication between the supervisor and employee. It is the intent of the District to provide clear expectations and feedback to employees through regular performance evaluations. The evaluation will provide documentation of work performance, clarify expectations of work results, and provide counseling and feedback for performance improvement. All employees are to receive a performance evaluation by their supervisor annually.

Within one year of appointment to a supervisory position, all supervisors will attend the approved Performance Evaluation Training..

Each evaluation will cover a specific time period and should be based on the employee's performance during that period. At the beginning of the rating period, each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable but at least 90 days prior to the end of the annual evaluation period, advise the employee in writing in order to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing within 30 days, if desired. Failure to meet established performance standards is justification for an "unacceptable" rating. Rating factors that are not observed are assumed to be performed at a "meets standard" level.

The performance evaluation will be completed by the employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

Performance Evaluations

1001.4 FULL-TIME PROBATIONARY EMPLOYEES

All personnel will serve a 12-month probationary period before being eligible for certification as permanent employees. Probationary firefighters shall be evaluated daily, weekly and monthly during the probationary period.

Performance evaluation reports shall be completed as defined by Administration by specific job classification for all other full-time personnel during the probationary period.

1001.5 FULL-TIME PERMANENT STATUS EMPLOYEES

Permanent employees are subject to three types of performance evaluations:

Regular - A performance evaluation shall be completed once each calendar year by the employee's immediate supervisor.,

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Collateral Duties - If an employee has been assigned or volunteered for a collateral duty, it will be documented on their annual evaluation in the appropriate section. This section of the evaluation will be completed by the supervisor with overall responsibility for this area. For employees with no collateral duties, this section will be left blank.

Special - A special evaluation may be completed any time the rater and the rater's supervisor believe one is necessary due to employee performance deficiencies. Generally, the special evaluation will be used to document areas of exemplary performance (e.g, exceptional acts of customer service, going above and beyond ones normal duties), or performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining, performance improvement plan). The evaluation form and associated documentation shall be submitted to the rater's supervisor as one package.

1001.5.1 RATINGS

Excellent - Performance that is well beyond that expected or required in the standards for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds Standards - Performance that is better than expected of a fully competent employee. It is superior to what is expected or required by the standards for the position but is not of such rare nature to warrant excellent.

Meets Standards - Performance expected of a fully competent employee and meets the standards required of the position.

Needs improvement - Performance that is less than that expected of a fully competent employee and less than the standards required of the position. A needs improvement rating should be thoroughly discussed with the employee and include a structured plan intended to improve performance, with short interval interim evaluations.

North Whatcom Fire & Rescue

Policy Manual

Performance Evaluations

Unacceptable - Performance that is inadequate or undesirable, intolerable and inferior to the standards required of the position.

Written comments should be used by the rater to document the employee's strengths, weaknesses and make any suggestions for improvement. Any job dimension rating marked unacceptable or excellent should be substantiated in the comments section.

1001.6 EVALUATION INTERVIEW

When an employee has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If, after the final supervisory evaluation, the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the comments section of the performance evaluation report.

1001.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of the preliminary evaluation, the reviewing supervisor shall require the employee to read the District and district harassment and discrimination policies. Following such a review, the supervisor shall provide the employee a form to be completed and returned by the employee, certifying:

- (a) That the employee understands the Discriminatory Harassment policy.
- (b) Whether any questions the employee has have been sufficiently addressed.
- (c) That the employee knows how and where to report harassment policy violations.
- (d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy and that has not been previously reported.

The completed form should be returned to Human Resources with the preliminary performance evaluation.

The employee's completed form shall be attached to the performance evaluation report once submitted to Human Resources. If the employee has expressed any questions or concerns, Human Resources shall ensure that appropriate follow-up action is taken.

1001.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation should be forwarded to HR, for review by the Fire Chief.

The Fire Chief will review the evaluation for fairness, impartiality, uniformity, and consistency, and evaluate the quality of the ratings provided by and to the employee.

North Whatcom Fire & Rescue
Policy Manual

Performance Evaluations

1001.8 RECORDS MANAGEMENT

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee and a copy should be forwarded to the Administration.

Performance evaluations will be permanently destroyed in accordance with state established records retention schedules.

1001.9 SIGNATURE APPROVAL

Approved:



Board Chair

North Whatcom Fire and Rescue

Date:


