Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.3.05

2. SUBJECT: ***Performance Evaluations***

3. POLICY: To achieve the District's goals to train, promote and retain the best qualified employee for every job, the District conducts periodic performance evaluations for all full time and probationary positions.

   The evaluation is part of an employee's personnel record and may be a factor in determining whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

4. SCOPE: This Policy and Procedure is applicable to all career and probational personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. Career employees are to be evaluated at least every 12 months.

   B. Probationary career employees are to be evaluated on a monthly basis throughout the term of probation.

   C. Other probationary personnel shall be evaluated one month prior to the end of the probationary period. Evaluation reports shall be forwarded to the District Fire Chief.

   D. This Performance Development System is designed to assist the supervisory officer to periodically and systematically evaluate the Fire District's personnel and to discuss with them their job performance during the specific evaluation period.

6. PROCEDURE:

   A. Evaluations shall be performed using the attached forms.

See Appendix 05_03_05