

Payson Fire Department Standard Operating Procedures

Section: Personnel Subject: Career Annual Performance Evaluation Procedures	SOP # 103.3 Date: 10/19 Revision Hx: 4/20, 10/20
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PURPOSE

The purpose of this policy is to provide guidance for supervisors and subordinates regarding the Town of Payson Fire Department's annual performance evaluation process.

POLICY

It is the policy of the Payson Fire Department (PFD) to conduct accurate and timely annual performance evaluations on all non-probationary employees. Probationary employees receive a 6-month and 1-year performance evaluation. Annual evaluations shall be completed and turned in to HR by January 31st of each year to help in the budget preparation and planning process. It is the philosophy of the PFD that evaluations are made with the intent to stimulate growth and reward high performing employees. Evaluations will be made with the expectation that both rank and tenure in position are considered in the process. (Example: The performance expectations of a 1-year firefighter would be different than those of a 5-year firefighter).

PROCEDURE

- 1) In January of every year (and when a member is completing their 6-month and 12-month probationary evaluations), the supervisor and employee shall meet to review the results of the self-evaluation form, the Special Assignment Evaluation Form, and the PFD Goal Setting Worksheet. Using all this information, the supervisor will then 1) complete the PFD Performance Evaluation, 2) have it approved through their chain of command, then 3) discuss the approved evaluation with the employee. The goals agreed upon for the employee for the next fiscal year will then be documented on a new worksheet. Electronic or paper copies of the worksheets shall be retained by both the supervisor and employee for reference throughout the year. Annual Employee Performance Evaluations will be due to Town of Payson HR no later than January 31st.
- 2) In April, and July each fire department supervisor shall meet with their subordinates to "check in" to discuss and document progress and/or any changes needed to the PFD Goal Setting Worksheet. Electronic or hard copies of the completed self-evaluation will be retained by both the supervisor and employee for reference throughout the year.
- 3) In October of every year, each fire department employee shall meet with their supervisor to "check in" to discuss and document progress and/or any changes needed to the PFD Goal Setting Worksheet. In addition, the supervisor will coordinate with the special assignment supervisor to complete the PFD Special Assignment Evaluation Form. Electronic copies of the PFD Special Assignment Evaluation Form will be routed up through the chain of command for review by the shift battalion chief and the fire chief (just by the supervisor for non-shift

- employees) and retained by both the supervisor and employee for reference throughout the year.
- 4) During the October meeting, each fire department employee shall meet with their Special Assignment Supervisor and the supervisor will complete the Special Assignment Evaluation form. It is understood that some fire department employees may have more than one special project and/or assignment. If so, each of those Special Assignment Supervisors will meet and conduct evaluations on that employee's performance in those roles. Electronic copies of the completed Special Assignment Evaluation Form will be retained by both the special assignment supervisor and the employee for reference throughout the year. The special assignment supervisor will forward an electronic copy(ies) of the Special Assignment Evaluation(s) to the employee's regular supervisor for reference as soon as the evaluation(s) is completed.
 - 5) PFD Evaluations consist of four (4) components: 1) The Goal Setting Worksheet, 2) the Employee Self-Evaluation, 3) Special Assignment Evaluation form, and 4) The Annual Performance Evaluation.
 - 6) It is the supervisor's responsibility to coordinate and communicate with the employee and special assignments supervisor(s) to ensure this annual evaluation procedure is followed.
 - 7) The supervisor will use the information gained from the employee Goal Setting Worksheet, Self-Evaluation Form, and Special Assignment Evaluation form to complete the employee's annual performance evaluation and submit all the completed document to HR by the required due date. The supervisor shall provide appropriate feedback and support in the comments section to substantiate the grade given in each section as well as a general narrative.

PROCESS

- 1) PFD evaluations will be graded on a 1-3 scale with 1 being Partially Successful Performance, 2 meaning fully successful performance, and 3 meaning superior and highly effective performance. The employee's performance must closely follow the corresponding behaviors listed on the performance factors grading rubrics and documented in the evaluation form.
- 2) For Supervisors: The PFD Annual Performance Evaluation grades ten (10) categories for each worth a maximum of three points for a total possible score of 30.
For Regular Employees: The PFD Annual Performance Evaluation grades nine (9) categories each worth a maximum of three points for a total possible of 27.
 - To achieve a Superior/Highly Effective Performance rating, a regular employee needs to earn at 24-27 total points AND no ratings of one (1) in any performance factor. A total score of at least 24 total points will earn the employee the next step in their pay grade and eligibility to be nominated by the department to the TOP's exceptional employee recognition system in effect that fiscal year... Supervisors need to earn 27-30 points AND no ratings of one (1) in any performance factor. A total score of at least 27 total points will earn the supervisor the next step in their pay grade and eligibility to be nominated by the department to the TOP's exceptional employee recognition system in effect that fiscal year.
 - To achieve a Fully Successful/Effective Performance rating, a regular employee needs to earn 19-23 points AND no more than two (2) performance factors with ratings of one (1). A total score of 19-23 points will earn the employee the next step in their pay grade. A supervisor needs to earn 21-26 total points AND no more than two (2) performance

factors with ratings of one (1). A total score of 21-26 points will earn the supervisor the next step in their pay grade.

- A regular employee or supervisor that earns an overall Partially Successful/Needs Improvement rating or a Partially Successful/Needs Improvement rating in two individual performance factors REQUIRES a performance improvement plan documented on the PFD Goal Setting Worksheet. Supplemental material can be added to the worksheet as needed. A total score of 9-19 points will NOT earn the next step in a regular employee's pay grade AND the employee is on notice that performance improvement is needed or termination of employment will be considered. A score of 10-20 points for a supervisor will NOT earn the next step in an employee's pay grade AND the supervisor is on notice that performance improvement is needed or termination of the employment will be considered. If performance has not improved to at least a Fully Successful/Effective rating by the next evaluation, a conversation is required between the employee (regular employee or supervisor), the supervisor, and the fire chief or designee to determine if and how the employee will remain an employee with the TOP Fire Department. If the employee remains employed, the performance improvement goals will be documented on the PFD Goal Setting Worksheet.
- 3) Probationary career members shall have probationary evaluations completed by their supervisor at six (6) and twelve (12) months from date of hire.
 - 4) If a member's twelve (12) month probationary evaluation is due within 90 days of the January 31st deadline, the twelve-month probationary evaluation may be used for the evaluation due on January 31st instead of completing another complete evaluation.
 - 5) Once the supervisor has completed an evaluation (either annual or probationary), the evaluation and all associated documentation (the goal setting worksheet, the self-evaluation, and the special Projects Evaluation) shall be routed in the following way:
 - a. Supervisor completes evaluation using the performance factor benchmarks contained in the matrixes within the evaluation form.
 - b. Battalion chief reviews evaluation and documentation in worksheets
 - c. Fire chief reviews and signs evaluation
 - d. Supervisor meets with employee and reviews evaluation and documentation
 - e. Signed final evaluation routed to the Town Manager for final approval
 - f. Evaluation routed to HR
 - g. Signed final copy of evaluation uploaded to Sharepoint by HR