

<b>East Lake Tarpon Special Fire Control District</b>		
	<i>SOP 229 Employee Appraisal</i>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 08/23/2016</b>
	<b>Reviewed Date(s):</b>	
	<b>Forms or Attachments: None</b>	

**PURPOSE:** To examine progress toward goals for the employee and the Fire District. Fosters open communication between the employee and supervisor. Identify problems that may be affecting performance. Identify and build on employee strengths.

**PROCEDURE:** Each employee will receive a written appraisal annually. If an employee receives two “Marginal Performance / Improvement Expected” ratings, the employee will be reappraised in six (6) months.

The expectation is that each employee must maintain an overall rating of at least “Meets Performance Standards”. Further, employees are advised that even where such overall rating is maintained, continued deficiencies in a single performance dimension may ultimately result in separation.

If an employee is transferred permanently to another shift during the year, the employee will receive an appraisal by the supervisor for the period from the start of the calendar year to the transfer date.

The appraisal will be completed by the employee’s immediate supervisor. The evaluator will have the appraisal reviewed by the appraiser’s supervisor prior to discussing the appraisal with the employee.

A rating of 1 or 3 requires a narrative from the evaluator.

**APPRAISAL LOG** The Appraisal Log is designed to provide chronological documentation of the employee's actions throughout the appraisal period. The Appraisal Log shall be reviewed monthly between the supervisor and employee.

The appraisal Log will be maintained in the East Lake Fire Rescue Target Solutions platform under the 'Forum' tab. The Log will be available for review by the employee at any time.

Information from the Appraisal Log shall be used as reference for the supervisor's completion of the employee's annual appraisal.

### **RATING SCALE:**

The rating scale consists of three values. These values are applied to each factor measured. The values are:

1. Exceeds Performance Standards
2. Meets Performance Standards
3. Marginal Performance / Improvement Expected.

### **COMMENTS**

It is important to use the Comments Section of this form for the following purposes:

1. To explain and provide detailed justification for a level of performance rating of "Exceed Performance Standards" or "Marginal Performance / Improvement Expected."
2. To identify specific areas for improvement in the case of "Marginal Performance / Improvement Expected" ratings.
3. To identify goals for the next appraisal period.
4. To develop and describe action plans for performance improvement where appropriate.

### **ADDITIONAL APPRAISAL CRITERIA**

Chief Level Staff: The Chief level staff Appraisals will be based on the following criteria:

1. The CheckPoint 360 Competency Feedback System: 60 percent
2. The accomplishment of agreed upon Goals and Objectives, including the Strategic Plan Goals and Objectives: 20 percent

3. The most recent Organizational Satisfaction Survey: 20 percent

Lieutenants: The Lieutenants' appraisals will be based on the following criteria:

1. The CheckPoint 360 Competency Feedback System: 50 percent
2. Directly observed and measured job competency and performance: 50 percent

### **APPRAISALS:**

The Department will use the Performance Appraisal System as revised and adopted March 2014.