**IDYLLWILD FIRE PROTECTION DISTRICT**

**POLICY TITLE: Performance Evaluation POLICY NUMBER: 2010**

**2010.1** This policy shall apply to all employees.

**2010.2** The Fire Chief or his/her designated representative shall conduct a scheduled performance review of each employee on an annual basis. Those employees with less than two years in the position shall be evaluated a minimum of twice each year. If the employee's immediate supervisor is not the evaluator, he/she shall be consulted during the preparation of the evaluation.

**2010.3** Performance evaluations shall be in written on District approved evaluation forms. Said evaluation shall provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

**2010.4** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

**2010.5** Unscheduled performance evaluations may be made at the discretion of the Fire Chief or his/her designated representative.

*10/08/2003* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Board Approved Date: Patrick Reitz Clerk of the Board

 *10/24/2017* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised Date Patrick Reitz

 Clerk of the Board

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