

## 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 Company officer and the IFPD Administrative Assistant on an annual basis. Employees with less than two years in the position shall be evaluated twice each year.

2010.2.1 Employee evaluations of non-Company officers will be performed annually by the employees direct supervisor and a copy of the evaluation will be forwarded to the Fire Chief for review.

**2010.3** Performance evaluations shall be in writing on District approved evaluation forms. Said evaluations shall provide recognition for effective performance and 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.

Original Approval Date: 10/08/2013

Revised : 03/23/2021

March 26, 2024  
Reviewed and Adopted

  
Clerk of the Board