

Egg Harbor Fire Department and First Responders Standard Operating Guideline

Subject: EMPLOYEE APPRAISALS

SOG 005

Purpose: Most people like to know how they are doing in a job, responsibility, relationship or hobby. That feedback can occur in a variety of ways. Usually in a job setting it is through formal evaluations completed yearly or periodically. The Egg Harbor Fire Department has not formally evaluated Firefighters or Officers in the past on a regular basis. It is a difficult challenge because supervisors only have periodic interaction with personnel. The need is still just as important, if not more important, because of the nature of firefighting. For these reasons, in 2011, we will slowly begin to implement documents for self and supervisory performance appraisals.

The main purpose of the documents will be to provide feedback and improve communications between Officers and Firefighters.

The system should never be used or misconstrued to find fault in individuals or attempt to punish through "bad appraisals". A weak rating in a category does not imply failure, but simply an area to be improved in order to meet an acceptable standard of performance. Continued low ratings after guidance and training are provided may indicate the inability to perform in a recognized role. If the system works properly, it will illustrate strengths and weaknesses of all members of our department and clearly indicate the expectations of management in order to meet the mission of the fire department. The documents will remain confidential; will be reviewed by the Fire Chief and placed in the employee's personnel file on a periodic basis.

Scope: This procedure applies to all members of the Egg Harbor Fire Department.

Procedure: An appraisal will be completed at least once every two years for firefighters, every year for officers and no more frequently than annually for either. The following pages are the forms used for the appraisals based on position descriptions. The criteria could also be reviewed by personnel to better understand expectations of performance BEFORE the appraisals take place.