



# SOUTH LYON FIRE DEPARTMENT

## Manual of Procedures 114

### PERFORMANCE APPRAISALS

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#### I. PURPOSE

To establish the process and responsibilities for employee annual performance appraisals.

#### II. PERFORMANCE APPRAISALS

Effective job performance by all employees is essential for effective fire department operations. Performance appraisals will occur annually for staff employed for the entire preceding calendar year. Performance appraisals are not punitive and shall not be used as a disciplinary mechanism.

Performance appraisal goals:

- A. Measuring and provide objective feedback to improve employee performance.
- B. Identify employee areas of improvement and strengths.
- C. Identifying training needs.

#### III. METRICS

Appraisals will be graded on a one to five scale:

5. Consistently and considerably performs above the rating criteria.
4. Occasionally performs above the rating criteria.
3. Meets the rating criteria.
2. Occasionally performs below the rating criteria.
1. Regularly performs below the rating criteria.

Any rating that is not a "3" shall have a supporting narrative.

#### IV. PROCESS

The appraisal cycle is January 1<sup>st</sup> through December 31<sup>st</sup>. Annual appraisals will be completed by February 28. Employees have the option of completing a self-evaluation form. Forms will be distributed on December 1<sup>st</sup> and returned to the deputy chief by January 1<sup>st</sup>. Dates may change depending on the needs and availability of the department and its members

When completing the appraisal form, fire officers shall utilize documented material consisting of meetings notes, letters of commendation, assignments, counseling, training, disciplinary actions, appraisals, or other forms.

- Sergeants will complete the appraisals for their assigned firefighters.
- Lieutenants will complete the appraisals for their assigned sergeants.
- Captain(s) will complete the appraisals for their assigned lieutenant(s).
- Deputy chief(s) will complete the appraisals for the captain(s).



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Appraisals shall be submitted to the deputy chief for review by January 21. The chief officers shall review, edit, and return the appraisal to the fire officers by February 1.

### **VI. EMPLOYEE REVIEW**

The fire officer will review the appraisal form with the employee and discuss:

- A. Results of the performance appraisal.
- B. Level of performance expected, criteria, and goals for the new reporting period.
- C. Career counseling relative to such topics as advancement, specialization, or training.

The employee has the option to complete a comment section. Following the employee review, the employee is requested to sign the appraisal form. If the employee does not agree with the given appraisal, the employee shall not sign the appraisal, and a meeting will be scheduled with the fire chief for discussion.

### **VIII. RETENTION**

Once an appraisal is completed and signed by all parties, a copy shall be given to the employee with the original included in the employee's personnel file.

Approved by

/s/ Chief Robert Vogel