

PERFORMANCE APPRAISAL SYSTEM

Relative Information: The performance appraisal system is an important element of the District's personnel system. In order for the organization to be successful, the District must:

1. Employ competent people who develop a personal commitment to the success of the organization,
2. Motivate its employees to perform well in their jobs in order to achieve organizational and personal objectives,
3. Monitor and appraise employee performance on a routine basis and use the results to help employees improve, and it must
4. Recognize and reward employees for good performance.

The District's performance appraisal system is designed to accomplish these goals by emphasizing the following objectives:

1. Identify the strengths and weaknesses of each employee's on-the-job performance.
2. Provide feedback to each employee concerning job performance.
3. Improve communication between employees and their supervisors.
4. Provide a basis for counseling and assistance to assist employees in improving their performance.

Policy Statement: It is the policy of the Board of Directors to endorse a formal employee performance system. The Fire Chief is responsible for the development, administration, and maintenance of the performance appraisal system.