



POLICY MANUAL

Personnel - Standards

Employee Evaluations

Revised: 04-14-08

Code: 1 – 6 – 4

Book Chapter Subject

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4.0 Purpose: Provide Guidelines and Establish A List Of Due Dates for Evaluations.

4.01 Scope: All Fire Department Personnel.

4.02 **GOAL**

This section is established to improve the timely submittal of evaluations to the Personnel Division.

4.03 **RESPONSIBILITY**

The responsibility for completing the annual evaluation lies with the current supervisor, regardless of the amount of time the employee has worked for that supervisor. In order to provide a fair and objective evaluation, the current supervisor shall request information from previous supervisors with whom the employee has worked during the rating period. When an employee is transferred from one crew to another as a permanent assignment, an evaluation shall be written by the former supervisor for the new supervisor. If the Captain is being transferred, the Captain will provide written evaluations of the employees the Captain supervised to the new Captain.

It is the responsibility of the Training Division to monitor non- management safety employee probationary periods to insure evaluations are completed. Officers writing probationary evaluations shall notify the Training Division when the evaluation is complete and has been sent to the appropriate supervisor.

4.04 **EVALUATION FOR EMPLOYEES ON PROBATION**

Probation is an extension of any selection process. Therefore, it is important that we provide ongoing feedback to personnel who are on probation. We must document employee performance and recommendations for improvement.

All firefighters and non-safety personnel on probation shall be provided monthly evaluations. An annual evaluation form marked, "Six-Month Evaluation" will be written at six months covering the first six month period. An annual evaluation form marked, "End of Probation Evaluation" will be written at the end of probation covering the probationary period. All of the evaluations will be written by the employees' immediate supervisor at the time of the evaluation.

All Engineers, Captains and Chief Officers on probation shall be provided quarterly evaluations and a final end-of-probation evaluation completed by their immediate supervisor prior to the end of probation. Quarterly evaluations should be labeled as such on the first page and should have a section that indicates goals and objectives for the ensuing period.



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If probation is extended beyond the initial twelve-month period, the employee shall be provided monthly evaluations until that employee is no longer on probation.

At the end of probation, all evaluations shall be sent to the City's Personnel Division to be included in the employee's permanent file.

4.05 ANNUAL EVALUATIONS

Employees shall be provided an annual performance evaluation by their immediate supervisor. The annual evaluation is due no later than two weeks before the anniversary date the employee was appointed to the job classification for which they are being evaluated.

If an employee is to receive a merit increase, there must be a statement at the end of the evaluation recommending the merit increase and a Personnel Action Form must be completed to accompany the evaluation to the Personnel Division. If an employee was injured and unable to complete probation prior to the end of the twelve-month period and later completes probation, the first opportunities to receive a merit increase shall be at the end of probation. Another merit increase may be appropriate at the employee's subsequent job classification anniversary date.

Completed annual evaluations will be reviewed by the Chief and then sent to the City's Personnel Division to be included in the employee's permanent file.

If an employee is on extended injury leave or modified duty assignment, the supervisor to who that employee is assigned during that time period shall provide a written evaluation at the completion of the assignment using the City of Clovis performance evaluation form for miscellaneous employees.

4.06 ANNUAL DUE DATES

<u>Captains</u>	<u>Evaluation Date</u>
1. Adams, Darrell	October 16
2. Adams, Todd	July 16
3. Banta, Don	August 16
4. Cadigan, Richard	July 16
5. Coleman, Troy	November 1
6. Damico, Jim	July 16
7. DiSanto, Vince	February 16
8. Elrod, Randall	November 1
9. Finrock, Randy	April 16
10. Leigh, John	July 16
11. Nance, Jim	September 1
12. Ralls, Jason	July 16
13. Schmidt, Mark	November 1
14. Shackelton, Jim	July 1



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15.	Stemler, Jim	July 1
16.	Torosian, Brian	November 1
17.	Van Ornam, Mark	July 16
18.	Watson, John	July 16

Engineers

Evaluation Date

19.	Black, Bret	July 16
20.	Bringetto, Steve	July 16
21.	Couchman, Brad	July 16
22.	Cox, Brian	July 1
23.	Gomes, Anthony	July 1
24.	Gonzales, Danny	January 16
25.	Hernandez, Larry	July 1
26.	Lesmeister, Timothy	November 1
27.	Olvera, Pete	July 16
28.	Parker, Dave	December 16
29.	Sawhill, Gary	November 1
30.	Tisinger, Colten	July 16
31.	Turney, Darryl	November 1
32.	Wilson, Timothy	July 16
33.	Young, Jon	March 16

Firefighters

Evaluation Date

34.	Bennett-Snow, Joshua	November 1
35.	Bonello, Charlie	July 1
36.	Bridger, Christopher	November 1
37.	Brubaker, Ryan	November 1
38.	Chicoine, Joseph	April 1
39.	Christl, Joseph	April 1
40.	Connors, Eric	July 1
41.	Dobson, Jeremy	April 1
42.	Doda, Christopher	April 1
43.	Dunkel, Michael	April 1
44.	Edwards, Fred	May 1
45.	Einem, Lori	April 16
46.	Gilman, Paul	October 1
47.	Guice, Tommy	April 1
48.	Harold, Kirk	December 1
49.	Macy, Michael	November 1
50.	McLain, James	April 16
51.	Mullin, Kory	April 1
52.	Stempson, Nolan	April 16
53.	Vaughn, Troy	May 1
54.	Weireter, Brian	May 1



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55.	Williams, Randy	October 16
56.	Winn, Matthew	August 16
57.	Wright, Robert	April 1
58.	Yandell, Steven	April 1
59.	Ziegler, Zachary	April 16
	<u>Fire Prevention Specialists</u>	<u>Evaluation Date</u>
60.	Geren, Tanya	March 16
61.	Locktov, Robin	March 16
	<u>Disaster Services Supervisor</u>	<u>Evaluation Date</u>
62.	Fitzgerald, Chad	January 1
	<u>Administrative Assistant</u>	<u>Evaluation Date</u>
63.	Cain, Liana	March 1
	<u>Principal Office Assistants</u>	<u>Evaluation Date</u>
64.	Feist, Melinda	October 16
65.	Guthrie, Carol	November 16
	<u>Logistics Clerk</u>	<u>Evaluation Date</u>
66.	Krause, Allen	July 1

- 4.07 Link to: [Firefighter Evaluation Form](#)
[Engineer Evaluation Form](#)
[Captain Evaluation Form](#)