

Thurston County Fire Protection District 8 DISTRICT PROCEDURE



PROCEDURE TITLE:	Member Performance Evaluations: Performance & Development Plan
PROCEDURE NUMBER:	3-30-PR-01
REVISION:	1
DATE ISSUED/REVISED:	DRAFT
FIRE CHIEF SIGNATURE:	

This Procedure shall assist the Member and Supervisor in completing Performance and Development Plan documentation. The Performance and Development Plan documents are available as electronic forms and can be completed and stored on-line (*copy of forms attached*). It is recommended that once the document is completed and agreed upon, it be printed out, signed by both the Member and Supervisor.

Copies of the documents shall be considered as confidential. The format may be either in hardcopy of electronic media. Storage and filing of documents shall reside in the Member's District Personnel File as maintained by the District Secretary.

I. Position Description: Ensure that the current version of the Member's Position Description has been reviewed by both the Supervisor and Member. If it is not correct and needs to be updated, coordinate this change with the Fire Chief or their designee (for approval).

II. Performance and Development Plan (PDP) Expectations: The PDP-Expectations agreement should be completed by both the Supervisor and Member prior to the evaluation period, generally during the Member's orientation or probationary process. ↻

- a) **Position Linkage with Organizational Mission and Strategic Plan:** annotation of the current District Mission Statement, Goals and Objectives should be included (reference *District Policy 0-02 "General Organization of the District and Strategic Direction"*). Also, the District's "Servant Attitude" principles should be discussed with each Member during this process.
- b) **District Strategic Goal(s):** the current specified goal statements adopted that describe the priorities for the District. The Member and Supervisor should compare these to the Member's Position Description, identifying significant roles and responsibilities that the Member has in the overall achievement of the organizational goals. Summarize any of these job statements on the form next to the appropriate goal statement.
- c) **Part 1 Performance Expectations:** based on the roles & responsibilities identified above, outline key results expected from the Member during the performance period:
 - i) Key results expected: what are the most important objectives, outcomes and/or special assignments to accomplish in order for the Member to be successful? This should be a reasonable number of key results (no more than five or six);
 - ii) Key competencies expected: what are the most important knowledge, skills, abilities and behaviors that the Member should demonstrate in order to be successful? Refer to the Position Description to help with this section ¹.

¹ Examples of key competencies include accountability, adaptability-flexibility, customer-service skills, ethics-integrity, interpersonal skills, mechanical aptitude, results orientation, safety consciousness, verbal communications skills, written communications skills, etc.

Deleted: NOTE: for the purposes of implementing this new policy, Member's of record in 2017 will begin with the PDP-Expectations agreement process prior to follow-up annual evaluation in 2018)....

Deleted: Vision Statement(s) and Goal Statement(s)

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- d) Part 2 Training & Development Needs/Opportunities: what training and development needs and opportunities should the Member focus on during the performance period? Can this training/development be incorporated into the Member's annual plan for accomplishment?
- e) Part 3 Organizational Support: this is an optional section where the Member may suggest how the Supervisor, co-workers or District management can provide better support in their efforts to achieve desired performance levels and expectations. If completed by the Member, the Supervisor should review this section with the Member to better understand the suggestion(s) and then, shall discuss these suggestions with their Supervisor or Chief as part of ongoing process/system review. Any feed-back regarding these suggestions should be provided back to the Member as appropriate during the evaluation period.
- f) Acknowledgement: both the Member and Supervisor will sign the PDP-Expectations document, and each retain a copy (either hard copy or electronic copy).
- g) Ongoing review: the Supervisor and Member should review the PDP-Expectation on no less than quarterly basis to measure progress on achievement (required for probationary Members); it is used as the basis for the Member's annual performance evaluation.

III. PDP-Evaluation: The Supervisor and Member shall conduct an evaluation of the Member's performance based upon the parameters set forth in the PDP-Expectations documentation. Interim reviews are required for probationary status on a quarterly basis. Interim reviews may also be required by the Supervisor to adjust Member performance expectations if circumstances or conditions change during the evaluation period.

- a) Part 4 Interim Reviews: the Supervisor and Member will document the progress toward achievement of key results and/or key competencies, and any other relevant information for the period.
- b) Part 5 Performance Feedback: is a narrative of the Member's performance in relation to the key results and competencies expected outlined in Part 1, and must be based on performance observed or verified (quantifiable):
 - i) Key results assessment: to what degree did the Member accomplish the key results expected and how well were they done?
 - ii) Key competencies assessment: how well (or how frequently) did the Member demonstrate the knowledge, skills, abilities and behaviors expected?
 - iii) Other relevant information?
- c) Comments and Signature: both the Member and Supervisor sign the document; the Supervisor's copy should be placed in the Member's District Personnel File.