

# SPOKANE COUNTY FIRE DISTRICT 8

## Procedure

**10.04.15**  
**ANNUAL MEMBER**  
**WRITTEN PERFORMANCE**  
**EVALUATIONS**



Adopted: 12/20/16  
Reviewed: 12/15/23  
Revised: 12/15/23  
Approved: Lonnie J. Rash

**Purpose:** This guideline establishes the annual member written performance evaluation process for Spokane County Fire District 8. A member's evaluation is designed to engage, educate, and empower.

**References:** N/A

### **Procedure:**

1. Members shall be given clear expectations of the level of his/her performance and job duties that will be expected prior to any evaluation. These outline the required tasks members need to perform and the criteria their evaluations will be based on.
2. Each member of the District shall receive an annual member written performance evaluation within 30 days of the member's date of entry anniversary. Each member's evaluation shall be completed by his/her supervisor. A member's supervisor is determined by the most recent supervisor of record list distributed by the Assistant Chief or his/her designee.
3. Evaluations shall be signed by the supervisor and then forwarded to the next level supervisor for review. The next level supervisor will return the completed evaluation to the initial supervisor who will then schedule a time with the member to review the evaluation. Once completed, the member will sign the evaluation.
4. Once completed and signed, the member's evaluation is to be forwarded to Shift Division Chief and then the Human Resource Manager, to be placed in the member's official personnel file.
5. If a member is rated at "Exceeds Standards", there must be comments reflecting this rating. If a member is rated less than satisfactory, the supervisor must include a performance improvement plan.
6. If a member wants to dispute his/her evaluation, the member may submit a one-page rebuttal to the evaluation. The member must submit his/her one-page rebuttal within 14 days of the review with the supervisor. The one-page rebuttal will be filed in the member's personnel file, but does not change the supervisor's rating or evaluation.

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### 7. Methods of Evaluation.

- a) Rating a member against the standards of the job is a type of review that reflects the competency in completing work duties.
- b) Ranking members from most to least effective in comparison to each other is another system that helps you retain the best performers and identifies those that need the most help.
- c) A type of appraisal/evaluation, known as 360 degree feedback, allows other managers, co-workers, customers, and various professionals' contacts to anonymously rate the member so that you can incorporate their assessments on the member's evaluation.
- d) All or portions of the above listed methods of rating are to be incorporated into an member's annual written performance evaluations and added up at the end to determine how well the member is doing.

### 8. Access Member Evaluation Form.

- a) Go to the "S" drive on a District computer. Look for the "Forms" folder.
  - i. Click on the PDF titled "Blank Annual Evaluation Form" and begin typing the employee evaluation.
- b) The PDF is a fillable PDF form, once completed do a "save as" and retitle the PDF (*2014\_Smith\_Evaluation.PDF*). Be sure to save the completed evaluation on your Remote Desktop, also known as your "second screen," that is password protected. Please do not save individual member evaluations in any public folders.