Beckwourth Fire District

# POLICIES AND PROCEDURES

**POLICY TITLE: Performance Evaluation –**

**POLICY NUMBER: 2170 Admin**

**2170.1** This policy shall apply to all paid employees.

**2170.2** The District Fire Chief or his/her desig­nated representative shall conduct a scheduled performance review of the paid personnel of the Beckwourth Fire District. These shall be conducted on an annual basis.

**2170.3** Performance evaluations shall be in writing. Said evaluation shall provide recognition for effective performance and also identify areas that need improve­ment. See policy 2175 for the approved evaluation form.

**2170.4** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

**2170.5** Pay increases, Administrative Assistant and Fire Chief

**2170.5.1** Conduct closed session evaluation with the Administrative Assistant and Fire Chief present. This evaluation discusses performance issues but DOES NOT involve discussions of a potential salary adjustment.

**2170.5.2** Conduct closed session for labor negotiations regarding the Administrative Assistant and Fire Chief. This is a separate agenda item for closed session. This involves a discussion between the Board only regarding any potential salary adjustment. The Board can appoint a negotiator that will discuss the potential pay adjustment with the Administrative Assistant and/or Chief outside of the closed session. However, the Administrative Assistant and/or Chief never directly talks with the Board. The negotiator acts as a go-between. No vote or final decision on the pay adjustment is made in closed session.

**2170.5.3** Open session item (in most cases at the next meeting). At this item, the pay adjustment is approved by the Board.

**2170.6** Pay increases, Paid firefighter/Mechanic on Call

**2170.6.1** Conduct closed session evaluation of the Paid firefighter/Mechanic on Call. This evaluation discusses performance issues but DOES NOT involve discussions of a potential salary adjustment.

**2170.6.2** Conduct closed session for labor negotiations regarding the Paid firefighter/Mechanic on Call. This is a separate agenda item for closed session. This involves a discussion between the Board only regarding any potential salary adjustment. The Board can appoint a negotiator that will discuss the potential pay adjustment with the Paid firefighter/Mechanic on Call outside of the closed session. However, the Paid firefighter/Mechanic on Call never directly talks with the Board. The negotiator acts as a go-between. No vote or final decision on the pay adjustment is made in closed session.

**2170.5.3** Open session item (in most cases at the next meeting). At this item, the pay adjustment is approved by the Board.