

# ANDERSON CITY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## MERIT PAY EVALUATION SECTION I, 5.11 August 24, 2006

### PURPOSE:

The City Council may choose each year to implement a merit pay incentive for employees. The purpose of merit pay is to reward personnel who work above their job expectations. It is incumbent on all AFD personnel to perform their job to the best of their ability; and when given the opportunity, to exceed expectations to insure that the mission of the AFD is accomplished as safely and efficiently as possible. If a merit plan has been adopted, the following procedure will be implemented.

### PROCEDURE:

1. The supervisor of each AFD employee will prepare an online evaluation form at the web site [www. http://coadc04/docefill](http://coadc04/docefill) . Only the header information will be completed at the beginning of an evaluation period.
  - a. The blank evaluation form with the employee's name will be printed and given to each employee.
  - b. The *Employee Number* is the last four digits of the SSN.
  - c. The employee will be instructed to become familiar with the evaluation criteria.
  - d. The employee will be encouraged to keep accurate notes with dates and activities that document above-average job performance
2. The supervisor will keep notes documenting activities that exceed and / or fail to meet. These notes should be kept on the on-line evaluation form for each employee in the "*Additional Comments*" section at the bottom of the form.
3. The form will be saved as "*Draft*"
  - a. Events that do not meet expectations should be brought to the employee's attention as soon as possible so corrective action can be taken.
  - b. Positive reinforcement of above average job performance should be reinforced so the employee will continue to excel and other employees can follow the good example that is being set.
4. Thirty days before the review date, the supervisor will remind the employee of the upcoming review date. A new blank evaluation form will be given to the employee for his/her self evaluation.
5. Fifteen days before the review date, the employee will return to the supervisor the completed self-evaluation.
6. The supervisor will refer to his / her notes, the employee's self-evaluation, Fire-house documentation and other information to complete the on-line evaluation form.
  - a. Any rating awarded other than "3" must be justified with comments giving specific examples, preferably with dates, of above or below average job performance.

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7. The completed evaluation form will be routed through all of the officers on the shift, ending with the Battalion Chief. The form must be saved as “*Draft*” to allow others to make comments.
  - a. If an officer is not going to be on duty when the evaluation form is being routed, that officer will be skipped.
  - b. Any officer may make comments in the “*Additional Comments*” section of the evaluation form. If there is disagreement with the evaluation scores, other officers can give specific examples supporting a change in a score. An officer making a recommendation to change a score must give his / her name after the comment. The Fire Chief has the final authority to change a score.
  - c. After all available officers have reviewed the completed evaluation; the Battalion Chief will be save the form as *Draft* and forward the form to the Fire Chief.
8. The Battalion Chief and the supervisor completing the initial form to meet with the employee to discuss the evaluation.
  - a. The employee will have the opportunity to review the evaluation and make a written comment on a separate piece of paper that will be attached to the form.
    - i. A written comment must be submitted to the Battalion Chief within 10 calendar days,
9. The Fire Chief will review all completed evaluations and forward completed evaluations to the Personnel Administrator.
  - a. If the Fire Chief changes a score, the Battalion Chief and the employee will be consulted.

*This SOG does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*