3-02/085.00 - Evaluating Employee Performance

Unit commanders are responsible for ensuring that subordinates receive timely evaluations and are appropriately apprised of their supervisors' assessments of their performance. Unit commanders shall ensure that appropriate categories of documentation are utilized to record performance observations and that such documentation is referred to for the purpose of performance discussions with employees.

Any current or former supervisor who had a formal grievance against them shall not have any direct or indirect input into the grieving person’s performance evaluation process, and shall recuse themselves from the process to avoid any perceived conflict of interest or bias.

Any exception to this policy shall be approved by the current or former supervisor’s division chief or division director. If this exception occurs at the rank of chief or above, the rating supervisor shall receive approval from at least one rank above them.

The approving supervisor shall closely monitor the current or former supervisor’s input into the grieving person’s performance evaluation to ensure there is impartiality and fairness in the assessment.