

ARTICLE 59 - INDIVIDUAL PERFORMANCE PLANNING AND ASSESSMENT

Section 59.1 Purpose:

To establish policies, procedures, and responsibilities for Individual Performance Planning and Appraisal (IPPA) in the Montgomery County Fire and Rescue Service for all bargaining unit employees that shall: provide an appraisal of an employee's performance; provide guidance to the employee in correcting any areas of deficiency as needed; and recognize successful performance.

Section 59.2 Components:

Performance Plan: establishment of performance expectations and developmental action plan at the beginning of each review period.

Performance Management: a supervisor's periodic observation and documentation of performance, on-going feedback, and conduct of progress discussions through out the review period.

Performance Appraisal: conclusion of the process which includes rating the performance of the employee, providing feedback, and noting progress of the developmental action plan.

Section 59.3 Definitions:

A. Critical Standards: A performance expectation or standard critical to the competent performance of the essential duties and responsibilities of the position identified in the IPPA. Failure to perform any one critical standard at an acceptable level indicates an overall inability to perform the job and should result in an overall rating of "Does Not Meet Expectations."

B. Developmental action plan: That portion of the Individual Performance Plan where the immediate supervisor and employee jointly establish goals for employee development when opportunities for improvement and development have been identified.

C. Immediate supervisor: The individual responsible for assigning and evaluating an employee's work.

D. Individual performance appraisal: An immediate supervisor's written evaluation of an employee's performance in relation to the critical and other standards in the employee's performance plan. A performance appraisal may be an interim or annual. The appraisal must be documented on the IPPA form.

E. Interim evaluation: A performance evaluation conducted by a supervisor at a time between the annual performance evaluation to monitor a probationary employee or address a situation where an employee's current job performance is not at an acceptable level of competence.

F. Overall rating: An overall summary rating in the employee's IPPA that best describes the employee's overall level of performance during the period covered by an IPPA.

G. Performance plan: That portion of the IPPA that records performance expectations and standards and is the basis for assessment of the employee's work performance.

H. Performance standard: is a written description of the quantity, quality, and characteristics of the job, the type of work to be performed, skill or knowledge to be demonstrated, or the results that the employee is expected to accomplish.