



Performance Reviews Policy # HR-023

Approved Motion 25-106 Date August 13, 2025
Replaces Policy # 18.0 Employee Performance Reviews
Review Cycle 3 years

Purpose

Beaver Emergency Services Commission (BESC) recognizes the need to implement formal worker performance reviews that are meaningful and constructive and are part of an overall process for on-going performance management. All workers are entitled to give and receive regular feedback concerning their performance, related training needs, and organizational goals to recognize achievements and ensure effective use of BESC resources.

Definitions

“Contract worker” means a worker employed by BESC with a fixed term of employment

“DFC” is the District Fire Chief for one of the six stations

“Employee” means a person employed by BESC.

“Firefighter” means a person appointed to perform the duties of a firefighter.

“REM” means the Regional Emergency Manager for Beaver Emergency Services Commission

“Supervisor” means the DFC or REM that the worker directly reports to.

“Worker” means a firefighter regardless of rank or an administrative full-time, part-time or contract worker as defined for the purposes of this policy.

Guidelines

Formal, annual performance reviews are intended to complement, rather than replace, an on-going process of daily performance management.

Performance reviews are intended to accomplish the following:

- provide an avenue for discussion of mutually agreed performance expectations, including desired competencies and behaviors
- provide constructive support and assistance for future growth, career development, and performance improvement
- discuss requirements for training and staff development and increased organizational effectiveness

Procedure

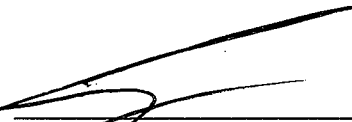
1. The performance review will be completed prior to the end of a worker’s probationary period and annually. Reviews may also be conducted upon termination of employment, if desired.
2. Prior to conducting the review, the worker and supervisor must share
 - a) a thorough understanding of the performance expectations to be discussed, and

- b) a thorough understanding of the process and its intent as described above.
3. The worker and the supervisor will each complete the performance review.
 4. The worker and supervisor will meet to share and discuss their respective comments.
Future performance expectations, training requirements, and any organizational changes that can improve both individual and organizational performance will be documented.
 5. A final performance review will be prepared that outlines the discussion between the worker and supervisor and will be signed by both parties.
 6. Copies of the final performance review will be distributed to the worker and supervisor, with the original signed copy retained in the worker's personnel file.


All discussions and documentation shall remain confidential.

Related Documents

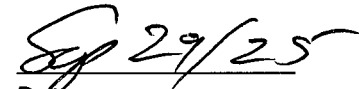
- Job Descriptions
- Evaluation Forms



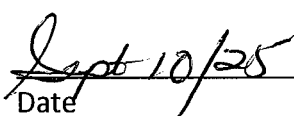
Board Chair



Board Vice Chair



Date



Date