



GENERAL ORDER

Employee Performance Appraisal

Date: May 7, 2019

Number: 19.030

Effective Date: May 7, 2019

Expiration Date: N/A

Approved By: Mark S. Ciarrocca, Acting Fire Rescue Chief

Employee performance appraisals for the current review period are due to the Human Resources Department no later than June 3, 2019. All supervisors shall utilize the new employee performance appraisal, FRF 900, located in SharePoint to assess their assigned subordinates. All performance appraisals shall be turned into Assistant Chief Ciarrocca prior to 0800 hours on Friday, May 31, 2019. Any review of draft appraisals shall be completed prior to final submission. Attached to this general order is an assignment plan for completing the evaluations.

All new Lieutenants or any Lieutenant that has not already attended a Human Resource performance review writing session shall complete one of the following sessions. Registration is required and accessible in ePortal. Overtime is authorized for this training.

Supervisor Evaluation Training

May 9, 2019 - 10:00 – 11:00 Alice Jane Childs Building – 2nd Floor

May 14, 2019 - 15:00 – 16:00 Alice Jane Childs Building – 2nd Floor

May 15, 2019 - 15:00 – 16:00 Alice Jane Childs Building – 2nd Floor

Questions regarding this general order should be directed to Battalion Chief Michael Gillam.

