

POLICY: **Performance Improvement Counseling**
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POLICY

It is the policy of the District to use reasonable, objective, and consistent performance improvement counseling when dealing with unsatisfactory job performance.

RESPONSIBILITIES

It is the responsibility of the **District Manager** or **Fire Chief**, and/or **fire officers**, to conduct performance improvement counseling in a reasonable, objective, and consistent manner.

It is the responsibility of the **Personnel Officer** to assist employees and the District Manager, the Fire Chief, and/or the fire officers throughout performance improvement counseling.

PRACTICES

1. Employees who have not satisfactorily completed the initial performance trial period shall not be entitled to use performance improvement counseling.
2. The District Manager or the Fire Chief, and/or a fire officer, may institute appropriate performance coaching to those employees who have not satisfactorily completed the initial performance trial period.
3. An employee who is failing to meet the competent performance standards established for the position is subject to the creation of a performance improvement plan.
4. An employee and the District Manager or Fire Chief, and/or the fire officer, jointly create a performance improvement plan.
5. Performance improvement plans are signed by both the employee and the District Manager or Fire Chief, and/or fire officer, and placed in the employee's personnel file.
6. Assessments are conducted based on the plan's timetable for improvement. Failure to improve performance will result in demotion or termination through the appropriate disciplinary process.
7. Employees can respond to any unreasonable performance improvement plan prior to demotion or termination following *Grievances Policy #624*.

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REVISION HISTORY

Revision Date	Author	Revision Details
May 25, 2021	Monte Olsen	Initial version