


East Lake Tarpon Special Fire Control District		
	<i>SOG 228 Initial Probationary Employee Evaluations</i>	
	Implementation Date: 11/2000	Revision Date(s): 03/18/2008, 04/23/2019
	Reviewed Date(s): 04/02/2019	
	Forms or Attachments: None	

Purpose:

It is the intention of East Lake Tarpon Special Fire Control District to evaluate the progress of initial probationary employees throughout their probationary period. This evaluation process will determine if the employee is producing a satisfactory performance consistent to standards of East Lake Tarpon Special Fire Control District.

Objectives:

Quarterly evaluations shall be completed by the employee's immediate supervisor. The evaluation shall reflect the employee's job performance and organizational commitment, the employee's ability and desire to fit into the organization cooperatively and constructively.

The probationary employee shall be evaluated by standards consistent with East Lake Tarpon Special Fire Control District's expectations. Any problem or potential problem area will be discussed, a plan made for improvement, and any progress or lack of progress will be recorded for the next evaluation.

The probationary period for all entry positions shall be one (1) year in duration. Before, or at the expiration of the probationary period, the Fire Chief may dismiss the probationary employee by submitting, in writing, the reasons for such action. A copy of such notice shall be placed in the employee's personnel file. Any employee who has satisfactorily completed the prescribed probationary period will achieve regular status in his/her class position.