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| East Lake Tarpon Special Fire Control District | | | | | |
|  | <i>SOP 228 Initial Probationary Employee Evaluations</i> | | | | |
| | <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Implementation Date: 11/2000</td> <td style="width: 50%;">Revision Date(s): 03/18/2008</td> </tr> <tr> <td></td> <td>Reviewed Date(s):</td> </tr> </table> | Implementation Date: 11/2000 | Revision Date(s): 03/18/2008 | | Reviewed Date(s): |
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| | | Reviewed Date(s): | | | |
| Forms or Attachments: None | | | | | |
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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.

During a probationary period, the entry position employee shall successfully complete the following:

1. A Two week (40 hour/week) Orientation Program which includes:
 - a. Practical skills demonstration
 - b. Material Safety Data Sheet in-service
 - c. Infection Control Procedure in-service
 - d. Physical Assessment Program
 - e. Emergency Vehicle Operator Course
 - f. General Safety Rule Review
 - g. Daily Operations in-service
 - h. Shift Rotation Process

OBJECTIVES (continued)

2. Quarterly Personnel Evaluations shall be completed by the probationary employee's immediate supervisor (Form 229.2).
3. The probationary employee shall be required to achieve a passing score of 70% on a Standard Operating Procedures test prior to the end of their twelfth month of employment. If the probationary employee does not pass, another test will be given between 60-75 days from that time. Again, a passing score of 70% will be required.
4. Completion of Non-Provisional Pinellas County EMS - EMT or Paramedic Certification within six (6) months of employment.