

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 17 <i>Performance & Compensation Reviews for Appointed Employees</i>

Relevant Information: The employment and performance appraisals of the Fire Chief and CLO are functions of the Board. The Fire Chief is the Chief Executive Officer of the Department and is charged with the responsibility of administering the UFA and carrying out the directives of the Board. The CLO is the chief in-house counsel for the UFA and is charged with assisting and representing the UFA on legal matters. The purpose of the performance review process is to ensure that those appointment employees are competently providing the services for which they are employed, as directed by the Board, and to provide feedback to employees regarding job performance. The purpose of the compensation review process is to ensure that the compensation of appointed employees is consistent with the market for such positions and to remain competitive in the recruitment of talented individuals to fill the positions. State law allows for some aspects of the performance reviews to be conducted in a closed meeting of the Board to ensure honest discussion of the issues. The compensation review should be conducted in an open Board meeting unless there are specific issues that qualify under state law to be discussed in a closed session. The annual performance and compensation reviews should generally be conducted to coincide with the renewal date or annual rollover of the employee’s employment agreements but may be standardized to one part of the year for the sake of convenience. The Board may conduct additional performance reviews or discussions at its discretion.

Policy Statement: It is the policy of the Board to conduct annual performance reviews for Appointed Employees, to ensure that the Board’s direct reports are performing the positions to the satisfaction of the Board and to provide any feedback to the employees concerning job performance. The Board will also conduct annual compensation reviews to ensure that the compensation for Appointed Employees is appropriate and competitive. Portions of these reviews may take place in closed session if allowed by the Utah Open Meetings Act and the Board votes to do so pursuant to that Act.