



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-217

December 15, 2025

TO: All Personnel

FROM: HR Director Day

SUBJECT: Transitioning to an Online Performance and Development Evaluation Via UKG

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Unified Fire Authority is pleased to announce the transition of the Employee Performance and Development Evaluation Process to an online format through UKG (Talent Management). Beginning with the upcoming evaluation cycle, all employee evaluations will be completed, reviewed, and signed electronically in the UKG system.

This transition supports UFA's ongoing commitment to modernizing internal processes, improving accessibility, and ensuring a consistent and efficient experience for both employees and supervisors. Moving to UKG will eliminate the need for printed forms, simplify routing and approval, and ensure secure, timely completion of all evaluations.

While the evaluation criteria and expectations outlined in Policy 900-190: Employee Performance and Development Evaluation Process remain unchanged, the workflow within UKG has been updated to enhance flexibility and efficiency.

One notable adjustment is that the self-assessment review meeting, previously a required step, is now optional. Supervisors and employees may still choose to hold this meeting if it supports meaningful dialogue and professional growth, but it is no longer a mandatory component of the process.



In addition to this change, a new feature within the UKG Evaluation System, Employee Notes and Manager Notes, has been introduced to further support ongoing performance discussions. These tools provide an informal space for employees and supervisors to document accomplishments, feedback, and developmental observations throughout the year. The intent is to foster continuous communication and ensure both parties are well-prepared for a more accurate and meaningful annual evaluation.

It is important to mention that these notes are not part of the official personnel file and do not constitute official employment records. In accordance with the Utah Governmental Records Access and Management Act (GRAMA), unfinished and unfiled evaluation forms, Employee Notes, and Manager Notes are classified as *drafts* or *temporary preparatory materials* and are not considered completed documents. Once the evaluation process is finalized, all Employee Notes and Manager Notes will need to be permanently deleted from the system by the supervisor.

Below is a summary of the updated process:

1. Employee Self-Assessment:
  - Employees will receive an email notification from UKG during the first quarter of the year.
  - Each employee will complete the self-assessment portion within 30 days of receiving the notification and submit it electronically to their direct supervisor through UKG.
2. Supervisor Review:
  - Supervisors will review the employee's self-assessment in UKG.
  - Supervisors may choose to schedule a self-assessment review meeting, though this meeting is now optional. If no meeting is held, the supervisor will proceed to complete the evaluation in the system.
3. Evaluation Meeting:
  - Supervisors will finalize comments, ratings, and goals in UKG and may then schedule a meeting to review the completed evaluation with the employee.
  - If a self-assessment review meeting was not previously held, this may serve as the initial discussion.
4. Approvals and Signatures:
  - The completed evaluation will automatically route through UKG to the next-level supervisor for electronic review and signature.
  - Once approved, it will return to the employee and supervisor for final electronic signatures and completion.
5. Record Retention:
  - Upon completion, Human Resources will be notified. A printed copy will be retained in the employee's personnel file, while both the employee and supervisor will have access to the digital version in UKG.

This transition marks an important step forward in UFA's commitment to efficiency, transparency, and professional development. The following resources are available to assist employees and supervisors in navigating the UKG evaluation process:

- Instructional Video –  [annual evaluation recording 11-24-25 926pm .mp4](#)
- Evaluation PowerPoint –  [UKG ANNUAL EVALUATION power point.pptx](#)
- Policy 900-190 – Employee Performance and Development Evaluation Process  
<https://public.powerdms.com/unifiedfire/documents/1817525>
- Employee Guideline – <https://powerdms.com/link/unifiedfire/document/?id=2429181>
- Supervisor Guideline – <https://powerdms.com/link/unifiedfire/document/?id=2429186>

If you have any questions about the new online evaluation process, please contact the Human Resources Division.

Thank you for your continued dedication to UFA's mission, vision, and values.