
Executive Director Limitation Policies

Quadrant 3 of 4

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Definitions

Council refers to the governing Council as a whole

Council members refers to the individual governor-appointed members who are part of the Council

Staff refers to the employees of MCD, either individually or as a whole

Agency refers to the entire organization of MCD as a whole

Policy 3.0 Global Executive Director Limitation Policy

The Executive Director will not cause or allow any practices, activities, or decisions that are illegal, unethical, irresponsible, or in violation of the agency’s mission and values. This includes the values and laws relating to Affirmative Action and Equal Opportunity.

Policy 3.1 Treatment of External Organizations, Agencies, and Community Groups

The Executive Director will not cause or allow relationship situations with the Council's community partners and stakeholders to be disrespectful or uncollaborative.

3.1.1 Requests for Support

The Executive Director will ensure that community needs and barriers are brought to the Council's attention.

3.1.2 Clear Expectations

The Executive Director will ensure that community stakeholders have a clear understanding of the role, responsibilities, and scope of authority of the Council.

3.1.3 Public Image

The Executive Director will not personally endanger the agency's public image, its credibility, or its ability to accomplish its Ends Planning policies.

3.1.4 Grievance Opportunity

The Executive Director will ensure that community stakeholders have an opportunity to be heard if they believe they have been treated disrespectfully.

Policy 3.2 Treatment of Staff

The Executive Director will ensure that staff are clear about their individual and collective roles, responsibilities, and performance expectations.

3.2.1 Health and Safety

The Executive Director will ensure staff are prepared and have the appropriate equipment, resources, and training to properly protect themselves in situations that are physically unsafe or unhealthy.

3.2.2 Training

The Executive Director will adequately and consistently support and monitor the professional activities and development of all staff.

3.2.3 Data Confidentiality and Cyber Security

The Executive Director will provide adequate, consistent, and updated staff training and sufficient oversight of data confidentiality, cyber security practices, and organizational procedures. Additionally,

3.2.3.1 Reporting Requirement

The Executive Director will not allow any potential data or cyber security breach incidents to go unreported to the appropriate authority.

3.2.4 Performance Evaluations

The Executive Director, following various union requirements, will ensure that staff have an annual performance evaluation.

3.2.5 Executive Director Evaluation

Staff will have an opportunity to provide feedback on the Executive Director's annual performance or when the Council requests it.

3.2.6 Employee Discipline

The Executive Director will ensure all disciplinary action is in consultation with Human Resources.

Policy 3.3 Respectful Workplace

The Executive Director will support a respectful workplace environment through awareness of standards for professional behavior, including procedures for addressing informal or formal complaints.

3.3.1 Employee Grievances

The Executive Director will not allow staff grievances and their resolution to be ignored or prevent staff from filing a grievance following the collective bargaining agreement for that staff and HR rules and policies.

3.3.1.1 Grievance Retaliation

The Executive Director will not behave in a way that could be perceived as retaliation if an employee uses their grievance rights.

3.3.1.2 Retaliation Protection

The Executive Director will ensure that staff who report serious action or improper conduct be protected from retaliation.

3.3.2 Conflicts of Interest

The Executive Director will not employ or contract with any person without following a conflict of interest policy.

3.3.3 Diversity, Equity, and Inclusion

The Executive Director will have agency policies and plans to increase the diversity of its staff and Council Members.

Policy 3.4 Finance

The Executive Director will not cause or allow the development of irresponsible financial risk or a significant difference of actual spending from Council priorities established in the End Results policies or use Council funds for personal gain.

3.4.1 Unbudgeted Purchases

The Executive Director will not make an unbudgeted purchase or commitment of greater than \$25,000.00 without Council approval. Splitting purchases to avoid this limit is not acceptable.

3.4.2 Uncompromised Audit

The Executive Director will not compromise any form of Council audit.

3.4.3 Financial Communication

At every regularly scheduled full Council meeting, the Executive Director will update the Council on the status of the budget, expenses, and potential legislative proposals that would impact the Council budget.

3.4.4 Financial Planning Changes

The Executive Director will not significantly change from the Council's Ends Results Policy <link> priorities, risk the financial health of the agency, or fail to be in line with a multi-year plan without communicating the situation and adjustments needed to meet the new financial situation.

Policy 3.5 Emergency Executive Director Succession

The Executive Director will not operate without making sure that at least one other staff member is prepared to temporarily assume their responsibilities in a competent manner, including crisis management, in event of sudden loss of the Executive Director's services.

Policy 3.6 Communication and Support to the Council

The Executive Director will ensure that the Council be informed and supported in its work.

3.8.1 Evaluation Responses

The Executive Director will provide accurate and timely responses to evaluation questions and provide supporting data upon request.

3.8.2 Adequate Information

The Executive Director will ensure the Council has enough information it needs to make reasonably informed decisions.

3.8.3 Communication Methods

The Executive Director will ensure the Council has adequate administrative support and communication tools to conduct its work.

3.8.4 Communication to the Full Council

The Executive Director will only work with individual Council members instead of the full Council on official Council business when necessary (for example when the Council has assigned a person or committee a task).