

## Executive Director Limitations Report

The Executive Director Limitations report is to be filled out on behalf of or by the Executive Director. When not in compliance, an explanation is required. Additional comments are optional.

DATE RANGE MONITORED

From (mm/dd/yyyy):

To (mm/dd/yyyy):

### Question Prompts

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

I have complied with this policy:

Yes

No

Comments:

### **3.1.1 Requests for Support**

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

I have complied with this policy:

Yes

No

Comments:

### **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.

I have complied with this policy:

Yes

No

Comments:

### **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.

I have complied with this policy:

Yes

No

Comments:

### **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.

I have complied with this policy:

Yes

No

Comments:

## 3.2 Treatment of Staff

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

I have complied with this policy:

Yes

No

Comments:

### 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.

I have complied with this policy:

Yes

No

Comments:

### **3.2.2 Training**

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

I have complied with this policy:

Yes

No

Comments:

### **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.

I have complied with this policy:

Yes

No

Comments:

### *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.

I have complied with this policy:

Yes

No

No incident occurred during this reporting period

Comments:

### **3.2.4 Performance Evaluations**

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

I have complied with this policy:

Yes

No

Comments:

### 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.

I have complied with this policy:

Yes

No

Comments:

### 3.2.6 Employee Discipline

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

I have complied with this policy:

Yes. A disciplinary action occurred, and I complied with the policy.

No. A disciplinary action occurred, but I did not comply with the policy.

No disciplinary action took place during this reporting period

Comments:

### 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.

I have complied with this policy:

Yes

No

Comments:

#### 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.

I have complied with this policy:

Yes

No

No grievance incident occurred during this reporting period

Comments:



### *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.

I have complied with this policy:

Yes

No

No grievance filed during this reporting period

Comments:

### *3.3.1.2 Retaliation Protection*

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

I have complied with this policy:

Yes

No

No incident occurred during this reporting period

Comments:

### **3.3.2 Conflicts of Interest**

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

I have complied with this policy:

Yes

No

Comments:

### **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.

I have complied with this policy:

Yes

No

Comments:

### 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.

I have complied with this policy:

Yes

No

Comments:

#### 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.

I have complied with this policy:

Yes

No

Comments:

### **3.4.2 Uncompromised Audit**

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

I have complied with this policy:

Yes

No

No audit occurred during this reporting period

Comments:

### **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.

I have complied with this policy:

Yes

No

Comments:

### **3.4.4 Financial Planning Changes**

The Executive Director will not significantly change from the Council’s Ends Results Policy 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.

I have complied with this policy:

Yes

No

Comments:

### **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.

I have complied with this policy:

Yes

No

Comments:

### **3.6 Communication and Support to the Council**

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

I have complied with this policy:

Yes

No

Comments:

#### **3.8.1 Evaluation Responses**

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

I have provided accurate and timely responses to evaluation questions and can provide supporting data.

I have not provided accurate and timely responses to evaluation questions and cannot provide supporting data.

Comments:

### **3.8.2 Adequate Information**

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

I have complied with this policy:

Yes

No

Comments:

### **3.8.3 Communication Methods**

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

I have complied with this policy:

Yes

No

Comments:

### 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).

I have complied with this policy:

Yes

No

Comments:

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This was received on time:

Yes

No

Plans to bring policies into compliance are reasonable and acceptable:

Yes

No

Comments from the Governance Systems Committee:



Committee Roster who Reviewed (Enter your name in the next available space):

A:

B:

C:

D:

E:

F:

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