



**FCHR PERFORMANCE EVALUATION OF ITS EXECUTIVE DIRECTOR
CHAPTER 1: EXECUTIVE LIMITATIONS
[ALL-IN-ONE DOCUMENT]**

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FCHR PERFORMANCE EVALUATION
OF ITS EXECUTIVE DIRECTOR

CHAPTER: 1 EXECUTIVE LIMITATIONS

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ITEMS: 1.1 through 1.8



1.1 | GLOBAL EXECUTIVE CONSTRAINT

The Executive Director shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent, or in violation of commonly accepted governmental, business, and professional ethics and practices. Furthermore, the Executive Director shall not:

1.1.1 Compromise the FCHR' public image or credibility.

1.1.2 Fail to assess and consider the capability of the FCHR to produce appropriately targeted, effective, and efficient results that are aligned with its Mission.

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1.2 | TREATMENT OF THE GENERAL PUBLIC

With respect to interactions with the general public, the Executive Director shall not cause or allow conditions, procedures, or decisions that are unlawful or unethical. Furthermore, the Executive Director shall not:

1.2.1 Initiate legal action for allegations of discrimination that are not covered by the Florida Civil Rights Act, and/or other pertinent state statutes, administrative rules, and federal law.

1.2.2 Use methods of collecting, reviewing, transmitting, or storing information that fail to secure information against improper use, access, damage, or loss.

1.2.3 Operate facilities without appropriate accessibility and adequate security measures in place.

1.2.4 Fail to provide the general public clear and accurate information as to what is and is not covered under the Florida Civil Rights Act, and/or other pertinent state statutes, administrative rules, and federal law.

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1.3 | TREATMENT OF STAFF

With respect to the treatment of staff, the Executive Director shall not cause or allow conditions that are unfair, undignified, disorganized, or unclear. Furthermore, the Executive Director shall not:

1.3.1 Operate without written human resources policies and procedures that provide for effective handling of grievances and protect against wrongful conditions, such as nepotism and preferential treatment for personal reasons.

1.3.2 Discriminate or retaliate against any staff person.

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1.4 | FISCAL RESPONSIBILITY

With respect to the financial conditionals and activities of the FCHR, the Executive Director shall not deviate from the Legislature's fiscal priorities. Furthermore, the Executive Director shall:

1.4.1 Include credible projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.

1.4.2 Expend only the funds appropriated in any fiscal year.

1.4.3 Process and submit payroll and debts in a timely manner.

1.4.4 Ensure timely payments and accurate invoicing.

1.4.5 Seek Commission approval for a single purchase of or commitment of funds greater than \$500,000.

1.4.6 Ensure adherence to Florida Statutes relating to procurement policy.

1.4.7 Comply with the State of Florida's audit standards.

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1.5 | EXECUTIVE DIRECTOR CONTINUITY OF SERVICE

To protect the Commission from loss of the Executive Director's services, the Executive Director must have one or more managers familiar with the FCHR's operations and the Executive Director's responsibilities, tasks, issues, and processes.

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1.6 | OPERATIONAL PROTECTIONS

The Executive Director shall not allow FCHR assets to be unprotected, inadequately maintained, or unnecessarily risked. Furthermore, the Executive Director shall develop and have in place a strategic information security plan and associated operational information security plan. In addition, the Executive Director will establish security policies and procedures, standards, and guidelines.

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1.7 | COMPENSATION AND BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, and contract workers, the Executive Director shall not cause or jeopardize fiscal integrity. Furthermore, the Executive Director shall not:

1.7.1 Change his or her compensation and benefits.

1.7.2 Promise or imply permanent or guaranteed employment.

1.7.3 Establish compensation and benefits that deviate from stage statutes, administrative rules, or FCHR compensation and benefits policies.

1.7.4 Create financial obligations over a longer term than revenues are appropriated.

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1.8 | SUPPORT AND INFORM THE COMMISSIONERS

The Executive Director shall support and inform Commissioners on Commission business. Furthermore, the Executive Director shall:

1.8.1 Submit data and information in a timely, clear, and accurate fashion.

1.8.2 Inform the Commissioners of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, and changes to established Commission policies and practices.

1.8.3 Advise the Commissioners if, in the Executive Director's opinion, the Commission is not in compliance with its own policies and/or state statutes and administrative rules.

1.8.4 Advise the Commissioners if, in the Executive Director's opinion, a Commissioner's behavior is detrimental to the Commission or to the working relationship between the Commissioner(s) and the Executive Director.

1.8.5 Provide a mechanism for official Commission communication.

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APPENDIX



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Congratulations! You're now ***booked up*** on Chapter 1 from the **FCHR's Performance Evaluation** of its Executive Director (Agency Head) !

