

## **Governance Manual**

MainePERS Board of Trustees

### **Chief Executive Officer Responsibilities**

#### **5.3 – Service to Staff**

Date Adopted: August 8, 2013

Date Amended: October 12, 2017; November 9, 2023

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#### **Policy**

The Chief Executive Officer shall manage the organization by creating a safe, trusting, and resourceful work environment.

#### **Administration**

The Chief Executive Officer shall manage the organization so that:

- Staff has a common sense of purpose;
- Staff are provided appropriate direction for work;
- Personnel policies are maintained and disseminated to clarify work rules for employees;
- Non-public personnel information is safeguarded from disclosure;
- Staff are protected from unlawful discrimination or harassment;
- Conditions that are wrongful, unfair, undignified, disorganized, or unsafe do not exist;
- Suitable behavioral and skill-based competencies for each position or category of work are maintained, and a process to fill positions with qualified persons is in use.