



VIA EMAIL [REDACTED] and US POSTAL SERVICE

September 16, 2021

Ms. Chandee Felder
[REDACTED]
[REDACTED]
[REDACTED]

Dear Ms. Felder,

This letter confirms your employment with Kentucky State University as an Administrative Assistant III is terminated for cause, effective immediately.

Your employment is terminated because you are in violation of Kentucky State University's Human Resources Policy Manual and the Ethical Principals and Code of Conduct (hereinafter "Ethical Principals"), which stipulates that, "[t]hose acting on behalf of Kentucky State University have a duty to conduct themselves in a manner that will maintain the public's trust in the integrity of the University." Furthermore, the Ethical Principals establishes guidelines for "professional conduct for University members, including Regents, executive officers, faculty, staff...to act compatibly with their obligation to the University."

You are in violation of the following provisions, including, but not limited to:

Confidentiality of Information

University members are entrusted with...institutional information that should be treated with confidentiality and used only for conducting University business. Respect for individual and institutional privacy requires the exercise of care and judgment. Unless required or permitted by law or University regulations, personal and official information provided by and about faculty, staff and students must not be given to third parties without the consent of the individuals concerned. When doubt exists regarding the confidentiality of information, University members should presume information is confidential until determined otherwise...

Conflict of Interest

The public's respect and confidence in the Kentucky State University must be preserved. Confidence in the Kentucky State University is put at risk when the conduct of University members does, or may reasonably appear to, involve a conflict between private interests and obligations to the University. All University members shall avoid conduct that might in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family. In conducting or participating in any transaction, full disclosure of any real or perceived conflict with personal interests and removal from further participation in such matters is required...

Pursuant to the Human Resources Policy Manual, Section 150.2, "employees terminated for gross misconduct will not be eligible for rehire".

Your final paycheck will be issued on October 1, 2021 and it will include unused vacation days you have accrued in accordance with University policy.

Please note that employees are required to return all University property upon termination. Please return these items in good condition to the Office of Human Resources on or before Thursday, September 23, 2021. Any unreturned items will be considered stolen property and reported to the appropriate authorities.

Your University health benefits will end effective 11:59p.m. September 30, 2021. You will receive information in the mail in the next few weeks on COBRA continuation of any health care benefits in which you are currently enrolled. Any questions regarding your health benefits and transition to COBRA can be addressed to Nandi Thomas, HR Generalist II at 502-597-6667. Please promptly let us know if your address changes to ensure that you receive all future notices and documents from the University.

Sincerely,



Candace Raglin
Director, Human Resources