

All outstanding debts to CKEC may be deducted from the employee's final paycheck. If any CKEC property in the employee's possession has been lost or damaged, the cost of repairing or replacing such property shall be deducted from the final check. Employees are expected to make arrangements to cover the cost of loss or damage if the total amount is not deducted from the final check.

The finance department will arrange to have the final pay for the terminated employee available within three (3) working days of his/her last work day. Final paychecks will be distributed by the Chief Executive Officer or designee. The appropriate department will be responsible for the return by terminated employees of all CKEC property in their possession, including books, manuals, identification cards, and keys.

Resignation

All employees are expected to give written notice of their intent to resign or retire. Such notice should be delivered to the Chief Executive Officer in advance of the date of resignation or retirement as follows:

Certified and Professional staff – thirty (30) days

Clerical, non-professional, technical, and maintenance staff – ten (10) working days

Failure to give the required notice may result in forfeiture of CKEC paid benefits and ineligibility for re-employment.

Any employee who is absent from work without prior approval or without having notified the immediate supervisor of his/her absence or the reason for it will be considered as having resigned after the third consecutive day of absence.

03.1721 Conflict of Interest

Employees of CKEC may serve as consultants to outside agencies, public and/or private, providing that the consultant work does not interfere with the employee's performance responsibilities and does not constitute a conflict of interest. A conflict of interest includes, but is not limited to, work performed for a competitor; work that could be contracted by CKEC; or activities that would go against the interests of CKEC. Consulting during working hours requires prior authorization by the Chief Executive Officer. Paid consultant work shall be on the employee's own non-contract time. *Related Policy:* 03.1331

03.174 Reinstatement of Staff Members

The Chief Executive Officer shall have the authority to reinstate immediately personnel upon receipt of information that s/he believes justifies reinstatement or upon the reinstatement of an agreement with the outside agency under which employee was previously employed.

The Chief Executive Officer shall report to the Board the reinstatement and the rationale for such action at the next meeting following the reinstatement.