**Section 301.30 Reconsideration**

a) Within 30 days after receiving notice of such decision, the incumbent in such position may make a request in writing of the Director for a reconsideration of the decision. Thereafter, the Director shall reinvestigate the duties and responsibilities of such position and related positions, if necessary, and the affected employee shall be given a reasonable opportunity to be heard.

b) After such investigation, the Director shall render a decision in writing and it shall be served on the employee in person or by certified mail, return receipt requested, at the last address shown in the personnel file. The effective date of the Director's reconsidered decision shall be the effective date of the allocation decision giving rise to the reconsideration request.

c) An employee wishing to appeal the Director's reconsidered decision shall serve upon the Civil Service Commission notice of appeal of said reconsidered decision in writing within 15 days after receipt of notice of the reconsidered decision. A copy of the notice of appeal shall also be served upon the Director.

(Source: Amended at 6 Ill. Reg. 362, effective January 1, 1982)