**Section 620.1230 Suspension Totaling Not More Than Thirty Days in any Twelve Month Period**

Disciplinary suspensions without pay totaling not more than thirty (30) days in any twelve (12) month period may be imposed upon an employee by a department head or designee. Unless a delay in the imposition of discipline will result in clear harm or damage to a department, the employee shall be informed in writing of the proposed suspension and the reasons therefor at least four (4) working days prior to the effective date of the proposed suspension and shall be provided with copies of pertinent documents on which the proposed suspension is based. The employee shall have two (2) working days after being informed of the proposed suspension within which to address to the department head written rebuttal to the reasons given for the suspension. A decision of a department head or designee not to suspend the employee shall be rendered in writing before the proposed suspension date. Written notice of any suspension imposed with the reasons therefor must be served upon the employee on a form described by the Director on or before the effective date of the suspension in person or by certified mail, return receipt requested, at the employee's last address appearing in the personnel file. The Personnel Director must be notified of any suspensions and copies of all written notices must be filed with the Director on the same day or prior to the date the suspension became effective.