**Section 620.1280 Suspension Pending Decision on Discharge**

A department head or designee may suspend any employee for up to thirty (30) days pending the decision of the department head to file charges for discharge against such employee. The department head shall, at the time of this suspension, provide the employee with written reasons therefor in person or by certified mail, return receipt requested, at the employee's last address appearing in the personnel file. Notice of the suspension must also be filed immediately with the Director. The Department head shall thereafter promptly investigate the facts and circumstances and render his/her decision. Should the department head determine that the facts and circumstances do not warrant disciplinary suspension or charges for discharge, the employee shall be made whole. Should the department head determine that a disciplinary is appropriate, Section 620.1230 or 620.1240, as the case may be, shall apply in its entirety. Should the department head determine that discharge of the employee is appropriate, Section 620.1300 shall apply in its entirety.