**Section 620.1300 Discharge of Certified Employee**

The department head or his designee may initiate discharge of a certified employee by filing written charges for discharge with the Director in the form and manner prescribed by the Director. Written charges shall be signed by the Department head, shall contain a clear and concise statement of facts showing good cause for discharge, and shall be accompanied by a copy of the employee's file and performance records. No discharge of a certified employee shall be effective without the approval of the written charges for discharge by the Director.