**Section 50.60 Disciplinary Hearings and Demotions**

a) A certified employee who has been served with written charges approved by the Director for removal, discharge, demotion, or suspension for a period of more than 30 calendar days within a twelve month period may appeal to the Merit Commission provided such appeal is made in writing and received by the Commission within 15 calendar days after service of such approved charges.

b) Charges

1) Written charges approved by the Director seeking an employee's discharge, demotion, or suspension totaling more than 30 calendar days in any twelve month period shall contain a specific statement of facts which allege the cause for the proposed action sought against the employee. If a breach of a statutory duty or a rule of the agency is alleged, the statute or rule shall be cited in connection with the charge.

2) Charges shall be set forth in separately numbered paragraphs and contain the dates, names of persons, places, and facts necessary to properly allege cause. Charges must be specific enough to apprise the employee of the nature and substance of the cause alleged for the disciplinary action.

c) Procedure

1) The burden of proof in all disciplinary hearings shall be upon the employing department.

2) Section 50.110 shall apply to all disciplinary hearings.

(Source: Amended at 7 Ill. Reg. 17496, effective January 1, 1984)