**Section 620.1240 Suspension Totaling More Than Thirty Days in any Twelve Month Period**

The department head or a designee may, after complying with the procedures set forth in this Section, initiate a disciplinary suspension of any employee totaling more than thirty (30) days in any twelve (12) month period and, if such employee is certified, the department head shall file written charges for such suspension with the Director in the form and manner prescribed. The written charges shall be accompanied by a copy of the employee's performance records. 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 or designee 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. A copy of the written decision must be forwarded to the Director on the day the decision is rendered.