

SPECIFIC CHARGES

Sec. 75. Prior to suspending, dismissing or demoting a permanent classified employee for disciplinary reasons, the appointing authority or his/her designated representative shall afford the employee an opportunity to respond to the allegations that caused the disciplinary action to be considered. Should the employee fail to provide sufficient reasons to cause a reconsideration of the contemplated discipline, a written letter of charges, which shall set forth the acts or omissions with which the employee is charged, shall be served upon the employee by, or on behalf of, the appointing authority. The letter of charges shall state the rule(s) and/or regulation(s) the employee is alleged to have violated. Service of the letter of charges may be accomplished by either personally delivering a copy to the employee or by mailing a copy certified United States mail with a return receipt. The letter of charges shall inform the employee of his or her right to appeal the disciplinary action to the Civil Service Commission and shall advise the employee that a written notice of appeal must be filed with the Commission: (1) no later than 10 days after the date the letter of charges was personally delivered; or (2) no later than 10 days after the date of delivery recorded on the certified mail return receipt; or (3) no later than 25 days after the date of mailing if the certified mail return receipt is not returned and the letter of charges was mailed to the employee's address on file.

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