**Section 610.130 Reconsideration**

a) Within 30 days after receiving notice of the decision, the incumbent in the position may make a written request of the Director for a reconsideration of the decision. Thereafter, the Director shall reinvestigate the duties and responsibilities of the position and related positions, if necessary, and shall give the affected employee a reasonable opportunity to be heard.

b) After this investigation, the Director shall render a written decision which shall be served on the employee in person or by certified mail, return receipt requested, at the last address shown in the personnel file. The effective date of the Director's reconsideration decision shall be the date the request for reconsideration was received by the Director.

c) An employee wishing to appeal the Director's reconsidered decision shall serve upon the Personnel Review Board a written notice of appeal of the reconsidered decision within fifteen (15) calendar days after receipt of notice of the reconsidered decision. A copy of the notice of appeal shall also be served upon the Director.