**Section 500.285 Voluntary Reduction**

a) Voluntary Reduction of Certified and Probationary Employees: Certified and probationary employees may voluntarily request or accept assignment to a vacant position in a class having a lower maximum permissible salary or rate. All requests for or acceptances of such voluntary reductions shall be in writing and shall be signed by the employee and be directed to the head of the department in which the vacant position exists. No reduction shall become effective without the written approval of the Director. A certified employee who is assigned and accepts a voluntary reduction in grade shall be certified in the lower class without serving a probationary period; provided, however, if reduction results in return to a trainee class or other class for which there is no provision for certification in said class, the individual's certification shall be terminated.

b) Limitations in Voluntary Reduction: Temporary, emergency, and provisional employees shall not be granted a request for voluntary reduction.

c) Employee Opportunity to Seek Voluntary Reduction: A certified employee or an employee serving a probationary period subsequent to promotion from a position in which certified who is subject to layoff as a result of the Director's approval of a layoff plan shall be promptly notified thereof of the effective date of layoff and shall then be advised of the opportunity to request voluntary reduction to a current vacant position in accordance with Section 500.285(a). An employee seeking voluntary reduction must request such in writing to the head of the employing department prior to the proposed effective date of layoff.

d) Order of Preference in Voluntary Reduction: In the event a certified employee or an employee serving a probationary period subsequent to promotion from a position in which the employee was certified requests voluntary reduction as a result of his/her pending layoff, the certified employee shall be preferred in seniority order for any current vacant position in a lower class within the same department and location in which the employee is then incumbent at the time of such layoff over any probationary or provisional employees, any applicant on an eligible list for such vacant position, and any certified employee requesting such reduction who is not subject to layoff.