**Section 420.410 Voluntary Reduction**

a) Voluntary Reduction of Certified and Probationary Employees:

1) 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 voluntary reductions shall be in writing and shall be signed by the employee. No reduction shall become effective without the written approval of the Director of Personnel. 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 that class, the individual's certification shall be terminated.

2) A probationary employee who accepts a voluntary reduction to a position in which the employee has not held certified status shall serve the remainder of the probationary period, or a 3 month probationary period, whichever is greater. If the employee previously held certified status in the class, no probationary period will be required.

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

c) Employee Opportunity to Seek Voluntary Reduction: A certified employee, as defined in Section 420.400(b)(3), who is subject to layoff as a result of the Director of Personnel's approval of a layoff plan shall be promptly notified 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 subsection (a). An employee seeking voluntary reduction must submit a request in writing to the Director of Personnel prior to the proposed effective date of layoff.

d) Order of Preference in Voluntary Reduction: In the event a certified employee, as defined in Section 420.400(b)(3), requests voluntary reduction as a result of his/her pending layoff, the certified employee shall be preferred in continuous service order for any current vacant position in a lower class within the same department and location in which the employee is incumbent at the time of the layoff over any probationary or provisional employees, any applicant on an eligible list for the vacant position, and any certified employee requesting the reduction who is not subject to layoff.

(Source: Amended at 32 Ill. Reg. 15017, effective September 8, 2008)