

**Section 212.254 Voluntary Reduction
EMERGENCY**

- a) Voluntary Reduction of Certified and Probationary Employees: Certified and probationary employees may voluntarily request or accept assignment to a vacant position in the same organizational unit in a classification having a lower maximum permissible salary. All requests for or acceptances of such voluntary reductions shall be in writing and signed by the employee and be directed to the Director of the organizational unit in which the vacancy exists. No reduction shall become effective without the written approval of the Executive Director and upon delivery to the employee. A certified employee who is assigned and accepts a voluntary reduction shall be certified in the lower classification without serving a probationary period.

- b) Certified employees who are subject to layoff shall be advised by the Director of Administrative Services by written notice of the opportunity to request a voluntary reduction. Requests for voluntary reduction must be received prior to the proposed effective date of layoff.