**Section 302.530 Order of Layoff**

a) The following order shall be observed in making an indeterminate layoff:

1) No certified, probationary, or provisional employee may be laid off until all exempt, temporary, and emergency employees in the same class, option and approved layoff organizational unit are terminated;

2) No certified or probationary employee may be laid off until all provisional employees in the same class, option and approved layoff organizational unit are terminated;

3) No certified employee may be laid off until all probationary employees in the same class, option and approved layoff unit are laid off.

4) Certified employees will be laid off in reverse order of continuous service in the same class, option and approved layoff unit.

b) Within status groups and in accordance with the layoff plan submitted under Section 302.520, consideration shall be given to performance records and continuous service as defined in Section 302.190.

c) For purpose of this Section, "certified employee" shall mean any employee who has satisfactorily completed a required period of probation and/or attained certified status in any position during the employee's most recent period of continuous service.

(Source: Amended at 33 Ill. Reg. 16560, effective November 13, 2009)