**Section 620.920 Order of Layoff**

a) The following order shall be observed in making layoffs:

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

2) No certified employee may be laid off until all probationary employees in the same class and organizational unit are terminated.

b) Within status groups and in accordance with the layoff plan submitted under Section 620.1010, consideration shall be given to performance records and continuous service as defined in Section 620.310.