**Section 620.980 Laid Off Probationary Employees**

a) The name of an original entrance employee who is terminated as a result of layoff before the completion of the probationary period shall be returned to the eligible list with the same grade as when appointed.

b) An employee serving a probationary period subsequent to promotion from a position in which the employee was certified who is to be laid off shall be given notice and may request a voluntary reduction pursuant to Sections 620.1010 or 620.1030. If no voluntary reduction is effected, the employee will be laid off and the employee's name placed in seniority order on the reemployment list, as provided in Section 620.310, for the department, work location, and title in which certified.