**Section 620.1040 Order of Preference in Voluntary Reduction**

In the event a certified employee, or an employee serving a probationary period subsequent to promotion from a position in which the employee was certified, requests voluntary reduction as a result of his/her pending layoff, the certified employee shall be preferred in seniority order over

a) any probationary or provisional employees,

b) any applicant on an eligible list for such vacant position, and

c) any certified employee requesting such reduction who is not subject to layoff,

for any current vacant position in a lower class within the same department which the employee is then incumbent as the time of the layoff.