**Section 600.654 Voluntary Reduction**

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 and location in a classification having a lower maximum permissible salary. All requests for or acceptances of 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 Auditor General. 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 indeterminate layoff shall be advised of the opportunity to request a voluntary reduction to a current vacant position in the same organizational unit and location. Requests for voluntary reduction must be in writing and received prior to the proposed effective date of layoff.

(Source: Amended at 33 Ill. Reg. 1704, effective March 10, 2009)