**Section 620.1010 Voluntary Reduction of Certified and Probationary Employees**

Certified and probationary employees may voluntarily request or accept assignment to a vacant position in a class having a lower maximum permissible salary or rate. All requests for or acceptances of voluntary reductions shall be in writing, shall be signed by the employee, and shall be directed to the head of the department in which the vacant position exists. No reduction shall become effective without the written approval of the Director. A certified employee who is assigned and accepts a voluntary reduction in grade shall be certified in the lower class without serving a probationary period and a probationary employee shall serve the balance of the probationary period; provided, however, if reduction results in return to a trainee class or other class for which there is no provision for certification in the class, the individual's certification shall be terminated.