

University of Colorado System Administration
Layoff Matrix

Consistent with the State Personnel Board Rules and State Director's Administrative Procedures, applicable to employees within the State Personnel System (classified staff), the University of Colorado System Administration establishes the matrix below for use in determining retention rights of classified staff affected by a layoff. This matrix shall be used to rank individuals within the same three-year time band.

I. Matrix. In determining rankings, employee performance, as determined by annual performance evaluations, will be weighted at 90%, and seniority in the current job class will be weighted at 10%.

A. Performance. Employee performance will be established from the employee's annual performance ratings for the most recent preceding three years for which such evaluations are available. Annual performance evaluation scores are assigned relative values, using the most recent annual evaluation scoring method as the standard. Based upon an average of the three relative scores a new composite rating is arrived at, which is then assigned a numeric value as follows:

<u>Rating</u>	<u>Numeric Value</u>
Outstanding	30
Satisfactory	15
Unsatisfactory	0

B. Seniority in Current Job Class. The following numeric values are assigned to each employee based upon seniority in the current job class.

<u>Grouping</u>	<u>Numeric Value</u>
Most senior 12 month period (top 1/3)	30
Mid-senior 12 month period (middle 1/3)	20
Least senior 12 month period (low 1/3)	10

II. Procedure. The numeric value as determined by the averaged rating for employee performance is multiplied by .9 (90%), and the numeric value assigned to the employee's seniority grouping is multiplied by .1 (10%). The employee's final ranking consists of the sum of these two values.

A. Ties. If after applying the matrix, a tie results between two or more employees in the same three-year time band, the following factors will be applied, in order, until the tie is broken:

1. The employee with the earliest start date of employment with the State of Colorado shall be the higher ranked employee.;
2. The employee representing an underutilization of a protected class shall be retained.

B. The matrix is only used to rank employees within a single three-year time band. Employees in higher three-year time bands have retention rights to positions held by employees in lower three-year bands regardless of the matrix factors. The combined score will be used to rank non-veterans and then veterans as a separate group within the three-year time band.

III. Effective Date. This matrix is effective March 1, 2009, and supersedes all prior matrices, and shall remain in effect until rescinded or superseded.