

**UNIVERSITY OF COLORADO - BOULDER**  
**LAYOFF MATRIX**  
**SPRING 2009**  
(Please Post)

Consistent with the Policies and Rules of the State Personnel Board, the University of Colorado at Boulder is publishing the updated layoff decision "matrix" required by the Personnel Board. The matrix which is used to rank individuals within the same three-year time band will include performance as determined by annual performance ratings weighted 90% and seniority in current job class 10%.

- I. Performance. This will be determined in accordance with Rule 7-11 effective October 1, 2007. Briefly, the employee's annual performance ratings for the last three years are assigned a relative value which is then averaged. The following relative values are assigned to each annual rating:

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

- II. Seniority in Current Job Class. This places a value on seniority in current job class of each employee within the least senior three-year time band. The following values are assigned to each employee based upon seniority in current job class.

Most senior 12-month time period (top 1/3)	30
Mid-senior 12-month time period (middle 1/3)	20
Least senior 12-month time period (low 1/3)	10

Procedure. The average performance will then be multiplied by .9 (90%) and the seniority in current job class, by .1 (10%). The sum of these two figures will be the employee's final score.

Ties. If, after applying the matrix, a tie were to result between two or more employees in the same three-year time band, each factor listed below will be applied 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.

Note: 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.