ADAMS STATE COLLEGE

LAYOFF MATRIX
State of Colorado Personnel Rules Chapter 7 requires that a matrix be developed to determine which employees would be affected in the event a layoff was required within Adams State College.
MATRIX BASICS

- Employees are placed in three-year time bands based on the calendar year in which the employee began continuous state service
MATRIX BASICS

- Within each three-year time band, employees are separated by class and ranked using a matrix

  - The matrix will include the following
    - Performance evaluation ratings
    - Seniority at ASC
    - Seniority in current position
PERFORMANCE 70%

- Employee’s annual performance rating for the last three years are assigned a relative value which is then averaged
- Any missing rating is considered “Meets Expectations”
PERFORMANCE 70%

- The following relative values have been assigned
  - Consistently Exceeds Expectations = 100
  - Exceeds Expectations = 75
  - Meets Expectations = 50
  - Unsatisfactory Performance = 25
SENIORITY AT ASC 20%

- This puts a value on seniority at ASC for employees within their time band.
- The values are assigned as follows
  - Employees will be given 4 points for each year they have been at ASC to a maximum of 25 years.
  - Any portion of a year will count as a full year (ie: 27 months = 3 years)
SENIORITY IN POSITION 10%

- This puts a value on seniority in current position of employees within their time bands
- Current position is based on position number
- The values are assigned as follows
  - Employees will be given 4 points for each year they have been in their current position number to a maximum of 25 years.
  - Any portion of a year will count as a full year (ie: 14 months = 2 years)
PROCEDURE

• The ratings, based on the three factors, will be converted to a 100 point scale and weighted accordingly.

• The three weighted scores will then be combined for the employee’s final score
  – **NO**, you will not be provided with your score
TIE BREAKERS

• First Tie Breaker
  – The average actual score of the last three years of performance evaluations
    • Any missing rating is considered a 200 “Meets Expectations”

• Second Tie Breaker
  – Actual date of hire at ASC
RETENTION/BUMPING RIGHTS

- Displaced employee shall be provided retention opportunities and must meet the minimum qualifications and any bonafide special qualifications for retention opportunities offered.
- In order to displace another employee, the displaced employee must have been certified in the class.
RETENTION/BUMPING RIGHTS

• Priority of retention opportunities:
  – Funded vacant position in current certified class
  – Occupied positions in current certified class, in junior time bands, as follows:
    • Provisional, Probationary, Conditional, Certified
  – Occupied positions in current certified class, in same time band as follows:
    • Provisional, Probationary, Conditional, Certified (Lower Score)
RETENTION/BUMPING RIGHTS

• Priority of retention opportunities:
  – Funded vacant position in previously certified class at the same job rate
  – Occupied positions in previously certified class, in junior time bands, as follows:
    • Provisional, Probationary, Conditional, Certified
  – Occupied positions in previously certified class, in same time band as follows:
    • Provisional, Probationary, Conditional, Certified (Lower Score)
SAMPLE SCORING

Employee #1
Evaluations of EE, EE, ME:
75, 75, 50, = 200/3 = 66.67 x .70 = 47.00
6 yrs at ASC: 6 x 4 = 24 x .20 = 4.80
5 yrs in position: 5 x 4 = 20 x .10 = 2.00
Total 53.80

Employee #2
Evaluations of EE, ME, ME:
75, 50, 50 = 175/3 = 58.33 x .70 = 40.83
4 yrs at ASC: 4 x 4 = 16 x .20 = 3.20
3 yrs in position: 3 x 4 = 12 x .10 = 1.20
Total 44.40

Employee #3
Evaluations of EE, EE, EE:
75, 75, 75 = 225/3 = 75 x .70 = 52.50
5 yrs at ASC: 5 x 4 = 20 x .20 = 4.00
5 yrs in position: 5 x 4 = 20 x .10 = 2.00
Total 58.20
MATRIX BASICS TO REMEMBER

• The Matrix scores are only used to rank employees within a single three year time band

• The combined score will be used to rank non-veteran and then veterans within time bands
MATRIX BASICS TO REMEMBER

- Required by Chapter 7 of the State of Colorado Personnel Rules
- The only reasons for layoff are lack of funds, lack of work, or reorganization
- The matrix must be consistently applied throughout the retention area
QUESTIONS?