

ADAMS STATE COLLEGE

LAYOFF MATRIX

MATRIX BASICS

- 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	=	<u>2.00</u>
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	=	<u>1.20</u>
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	=	<u>2.00</u>
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?