



Example Colorado School of Mines Layoff Matrix

Date Used for Example Purposes: July 2009

Time Bands for Purposes of the Layoff Matrix

Time bands for each of the affected classes are established for three-year periods based on seniority.

- The three-year period begins with the *calendar year in which the layoff notice is given* and extends back in time (e.g., a notice issued in 2009 creates the most junior time band of 2007-2009; the next time band back would be 2004-2006, etc.).
- *Seniority is the calendar year in which continuous state service began*, including up to ten additional years of military service for those eligible for veteran's preference. (In order to determine veteran's preference a form DD-214 must be provided to Human Resources.)
- For each affected class, employees in the most junior time band must be displaced before employees in more senior time bands.
 - Employees with a lower matrix score in the time band must be displaced before employees with a higher matrix score.
 - Except that *no veteran can be displaced from a time band before a non-veteran* regardless of the veteran's score.
- If there is a tie under the layoff matrix, then the employee with the earliest start date of continuous employment with the State of Colorado shall be the higher ranked employee.

Example to Calculate Scores (converted to 100 point scale)

Year of Hire Score – Weight is 25%

- If in 1st year (most recent) of time band: 1 point, converted to 100 point scale = $100 \times 1 \div 3$ (one year of a possible 3) = 33.3 points. Weighted at 25% ($33.3 \times .25$) = **8.325 points**.
- If in 2nd year of time band: 2 points, converted to 100 point scale = $100 \times 2 \div 3$ (two years of a possible 3) = 66.7 points. Weighted at 25% ($66.7 \times .25$) = **16.675 points**.
- If in 3rd year of time band: 3 points, converted to 100 point scale = $100 \times 3 \div 3$ (three years of a possible 3) = 100 points. Weighted at 25% ($100 \times .25$) = **25 points**.

Performance Score – Weight is 75%

Measured by the average of the latest three years' annual performance ratings, the performance score for each year is determined as follows:

- For performance evaluations from March 2008 and later (three rating levels – Needs Improvement, Meets Expectations, or Exceptional Performer):
 - Needs Improvement: 0 points, converted to 100 point scale = $100 \times 0 \div 3$ (0 points out of a possible 3) = **0 points**
 - Meets Expectations: 2 points, converted to 100 point scale = $100 \times 2 \div 3$ (2 points out of a possible 3) = **66.7 points**
 - Exceptional Performer: 3 points, converted to 100 point scale = $100 \times 3 \div 3$ (3 points out of a possible 3) = **100 points**

- For performance evaluations prior to March 2008 (four rating levels – Needs Improvement, Competent, Exceeds Expectations, Exceptional Performer):
 - Needs Improvement: 0 points, converted to 100 point scale = $100 \times 0 \div 3$
(0 points out of a possible 3) = **0 points**
 - Competent: 2 points, converted to 100 point scale = $100 \times 2 \div 3$
(2 points out of a possible 3) = **66.7 points**
 - Exceeds Expectations: 2.5 points, converted to 100 point scale = $100 \times 2.5 \div 3$ (2.5 points out of a possible 3) = **83.3 points**
 - Exceptional Performer: 3 points, converted to 100 point scale = $100 \times 3 \div 3$
(3 points out of a possible 3) = **100 points**

An average of the performance points is then obtained. For example, if an employee had performance evaluations from 2007 through 2009 of Exceeds Expectations, Exceptional Performer, and Meets Expectations respectively, the average performance score for the period would be 83.3 ($83.3+100+66.7$ divided by 3). This average score would then be weighted at 75% ($83.3 \times .75$) for a total performance score of 62.5 points.

- If an employee does not have a performance rating for all of the past three years, any missing rating is considered to be the average of the numerical values assigned to the available ratings from the past three years.

Total Score is derived by adding the weighted time band score to the weighted average performance score.

Sample Matrix Calculations

The Sample Matrix Calculation table below is an example of how the time band and performance scores work to generate the total score.

Time Band: 2007 – 2009

Employee	Time Band Score (wt. 25%)	Performance Rating Score 75%				Total Score (Time Band + Avg. Perf.)	Meet Min / Spec Quals?	Vet ? Y/ N
		2009 Perf Eval	2008 Perf Eval	2007 Perf Eval	Average Performance Score (wt. 75%)			
A	1 st Yr: 8.325 pts	2 = 66.7	2 = 66.7	2 = 66.7	$(66.7+66.7+66.7) \div 3 = 66.7$ $66.7 \times .75 = 50.025$	58.35 (8.325+50.025)	Y	N
B	2 nd Yr: 16.675 pts	3 = 100	2 = 66.7	2.5 = 83.3	$(100+66.7+83.3) \div 3 = 83.3$ $83.3 \times .75 = 62.5$	79.175 (16.675+62.5)	Y	N
C	3 rd Yr: 25 pts	2 = 66.7	2 = 66.7	2.5 = 83.3	$(66.7+66.7+83.3) \div 3 = 72.23$ $72.23 \times .75 = 54.175$	79.175 (25+54.175)	Y	N

In the example above, if the three employees were affected by retention rights being offered to a more senior employee, Employee A's position would be the position to which the more senior employee would have "bumping" rights.

Retention Rights

A laid-off employee must meet the minimum qualifications and any bona fide special qualifications in order to have retention rights to another position. Certified employees can displace other certified employees in more junior time bands. If there are no junior time bands, certified employees can displace lower-ranked certified employees in the same time band.

Retention rights will be offered in the following order of priority:

1. First, to any funded vacant position in the current certified class. If there are no funded vacant positions, then positions occupied by the following types of employees are offered in the following order: provisional, probationary, conditional, certified. If there are multiple occupied positions in the current certified class and the occupants of those positions are certified, then the lowest ranked employee within the most junior time band shall be displaced first.
2. If there are no available funded vacant or occupied positions in the current certified class, then a funded vacant position in a previously certified class at the same maximum pay rate. If there are no funded vacant positions, then positions occupied by the following types of employees shall be offered in the following order: provisional, probationary, conditional, certified. If there are multiple occupied positions in a previously certified class at the same maximum pay rate and the occupants of those positions are certified, then the lowest ranked employee within the most junior time band shall be displaced first.
3. If there are no available funded vacant or occupied positions in the current or a previously certified class at the same maximum pay rate, then the highest level demotion in a vacant position in the current or a previously certified class series. If there are no vacant positions, positions occupied by the following types of employees shall be offered in the current or a previously certified class series in the following order: provisional, probationary, conditional, certified. If there are multiple occupied positions in the highest level demotion in the current or a previously certified class series and the occupants of those positions are certified, then the lowest ranked employee within the most junior time band shall be displaced first. An employee can displace another certified employee only if the displacing employee has been certified in the class.