CLASSIFIED 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 University of Northern Colorado. Employees are placed in three-year time bands based on the calendar year in which the employee began continuous state service. Within each three-year time band, employees are separated by class and ranked using a matrix.

State law mandates that certified employees whose age and years of Public Employees' Retirement Association of Colorado (PERA) service totaled at least 75 on January 1, 2013, are eligible for retention rights. Certified employees whose age and years of PERA service do not total at least 75 on January 1, 2013, have no retention rights during a layoff.

The matrix, which ranks individuals within the same time band, will include performance evaluation ratings weighted at 70%, seniority at UNC weighted at 20%, and seniority in current position weighted at 10%.

    1. Performance.   This is stipulated by Rule 7-11 (1/1/18).   Briefly, employee's annual performance ratings for the last three years are assigned a relative value which is then averaged. If an employee does not have performance evaluations for any of the past three years, any missing rating is considered "Meets Expectations" for the purposes of this calculation. The following relative values have been assigned:

Rating	Relative Value
Exceeds Expectations	100
Meets Expectations	62.5
Needs Improvement	25

    2. Seniority at UNC. This puts a value on seniority at UNC for employees within their time band.

Employees will be given 4 points for each year they have been at UNC to a maximum of 25 years. Any portion of a year will count as a full year (i.e.: 27 months = 3 years).

    3. Seniority in Current Position Number. This puts a value on seniority in a current position for employees within their time band. Current position is based on position number.

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 (i.e. 14 months = 2 years).

<u>Procedure.</u>   Performance will be weighted 70%, seniority at UNC weighted 20%, and seniority in current position weighted 10%. The three weighted scores will then be combined for the employee's final score.

<u>Tie Breakers</u>.   In the event that there is a tied numeric score after the above factors have been determined, the following will occur.

    1. First Tie Breaker: The average actual score of the performance evaluations completed for the last three years. If an employee does not have performance evaluations for any of the past three years, any missing rating is considered, "Meets Expectations", for the purposes of this calculation.
    2. Second Tie Breaker: Actual date of hire at UNC.

The matrix is only used to rank eligible 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 years bands regardless of the matrix factors. The combined score will be used to rank non-veteran and then veterans within three-year time bands.

<u>Displaced Employees:</u>

Anyone located anywhere in the seniority bands can be laid off and the decision is made by UNC Supervisors.

A laid off employee will receive a formal layoff letter at least 45 days prior to the actual layoff date. This letter will include effective date of the layoffs and will list retention rights in this order:

1. Any vacant positions in your current classification.
2. The filled position which you have retention rights within the current classification.
3. Any position you have retention rights in a previously certified class.

After you receive the official layoff notice, you have 3 days to respond to Human Resources if you intend to exercise your retention rights or want to go on the reemployment list for one year.

Sample Scoring

Employee #1

    Evaluations of Exceeds Expectations, Exceeds Expectations, Meets Expectations

100, 100, 62.5, = 262.5/3 = 87.5 x .70	=	61.25
6 years at UNC 6 x 4 = 24 x .20	=	4.80
5 years in position number 5 x 4 = 20 x .10	=	2.00
	Total	68.05

Employee #2

    Evaluations Exceeds Expectations, Meets Expectations, Meets Expectations

100, 62.5, 62.5 = 225/3 = 75 x .70	=	52.50
4 years at UNC 4 x 4 = 16 x .20	=	3.20
3 years in position number 3 x 4 = 12 x .10	=	1.20
	Total	56.90

Employee # 3

    Evaluations Exceeds Expectations, Exceeds Expectations, Exceeds Expectations

100, 100, 100 = 300/3 = 100 x .70	=	70.00
5 years at UNC 5 x 4 = 20 x .20	=	4.00
5 years in position number 5 x 4 = 20 x .10	=	2.00
	Total	76.00