

Colorado State University – Pueblo Classified Positions Layoff Plan

Colorado State University - Pueblo must reduce projected expenditures for the 2014-2015 fiscal year by \$3.3 million dollars. A significant part of that reduction in expenditure will have to come from a reduction in staffing. This layoff plan is prepared in compliance with the State Personnel Rules for the purpose of abolishing certain classified positions and in order to lay off classified employees in the manner required by the State Personnel Rules.

The reduction in expenditures is for the University as a whole. No programs will be eliminated. Instead it will be necessary to reduce expenditures across a wide range of current University services in order to reduce projected expenditures for fiscal year 2014-2015 by the necessary amount. It will be necessary to abolish a number of vacant and filled classified positions, which will be described later in this layoff plan. The principal criteria that were used identifying the positions that will be abolished was an assessment of which positions can be eliminated with the least damage to the on-going operations in the unit in which the position is located and to the University as a whole after the positions have been eliminated.

The President of CSU Pueblo retained final decision making authority for all position abolishment decisions. The President requested that each area of the University make recommendations to her about which positions in their respective areas should be abolished. In making recommendations to the President each subordinate appointing authority was required to consider the effect of eliminating a position on the continuity of effective service. Recognizing that eliminating any position would have an adverse effect on service, it was necessary to make a judgment about which positions could be eliminated with least adverse impact. Initial recommendations were made based on the needs of each organizational unit on the campus and the funding sources that supported those units. The need for expenditure reductions was most acute in the units and positions supported by Education & General funds, consequently most of the position abolishment proposals were for positions receiving that source of funding. The President met numerous times with her Cabinet to consider the impact of the proposed staffing cuts on the University's ability to continue with its educational mission.

The President met with numerous members of the faculty and staff over a period of several months to explain the University's financial difficulties and to gather opinion and recommendations. The meetings varied from large group meetings to smaller discussions and consultations. College Deans, department directors and department chairs were drawn into discussions about the proposed layoffs. Information and opinions were invited and considered. Recommendations were made to the President by the Provost, Vice President of Student Services and Enrollment Management, Vice President of Finance and Administration, Chief of Staff, Human Resources staff, legal counsel, and others.

The CSU-Pueblo Human Resources Department consulted frequently with the Colorado State Department of Personnel and Administration in preparing for the abolishment of classified positions and the layoff of classified employees.

The list of classified positions to be abolished is comprised of both vacant and currently filled positions. The list of classified positions to be either abolished or reduced from full time to half time is shown below.

After the publication of this layoff plan, determinations about retention, veterans rights, and layoff ranking will be made in accordance with the State Personnel Rules. The layoff ranking formula is included in this layoff plan, it is shown after the listing of positions to be abolished below.

Positions selected for abolishment were those that could be abolished with the least detrimental effect on the University's ability to continue its mission. The elimination of the classified positions shown below will increase the workload on other employees, which is unfortunate, but it is necessary in order to reduce University staffing expenses to an affordable level.

The classifications affected by the abolishment of positions include Administrative Assistant I, Administrative Assistant II, Administrative Assistant III, Office Manager I, Custodian I, Custodian II, Grounds Nursery I, and IT Technician.

Description of the Classified Positions to be Abolished or Reduced to Half-Time

All of the layoffs that result from the abolishment of the following positions will be implemented at the close of business on June 30, 2014.

Position 00017 which is an Administrative Assistant II position in the Chemistry Department of the College of Science and Mathematics will be abolished. This will result in there being no Administrative Assistant position assigned solely to the Chemistry Department. Duties formerly done in position 00017 will be assigned to other Administrative Assistant positions in other departments of the College of Science and Mathematics. The transfer of those duties to other Administrative Assistants will not require any changes in the classification of the positions to which the duties are transferred. The staff cost per credit hour in Chemistry is the highest in the College of Science and Mathematics. Enrollment in Chemistry is the lowest in the College and has experienced the largest overall decline between fall 2012 and fall 2013 of the three areas in the College. The staffing for the Chemistry Department will be less by 1.0 FTE as a result of this change. The abolishment of position 00017 will save an estimated \$44,196 in fiscal year 2014-2015 which will contribute to achieving the required reduction in expenditures for fiscal year 2014-2015.

Position 00176 which is an Administrative Assistant II that is split between the Dean's Office of the College of Humanities and Social Sciences and the Art Department will be reduced from 1.0 FTE to 0.5 FTE. The duties of the position that were performed in the Dean's Office will be moved to the Administrative Assistant III position and other Administrative Assistant positions within the College of Humanities and Social Sciences. The remaining 0.5 FTE will continue to be used to serve the Art Department. The reduction of position 00176 from full time to half time will save an estimated \$23,517 in FY 2014-2015 which will contribute to the achievement of the required reduction in expenditures for fiscal year 2014-2015.

Position 00590 which is classified as an Administrative Assistant II in the Purchasing Department will be abolished. The duties of this position will be absorbed by other positions in the Purchasing Department which will consist of the General Professional IV(Procurement Director) and the Procurement Specialist. The Purchasing Department will be reduced from 3.0 FTE to 2.0 FTE. The abolishment of position 00590 will save an estimated \$53,809 in fiscal year 2014-2015 which will contribute to the achievement of the required reduction in expenditures for fiscal year 2014-2015.

Position 00570 which is classified as an Office Manager I in Student Financial Services will be abolished. The duties will be distributed to other positions in Student Financial Services. The elimination of this position will reduce the staffing in Student Financial Services by 1.0 FTE. Supervision of the remaining Financial Aid classified staff (1.0 FTE) will be absorbed by the Director of Financial Aid. All student employee positions will be supervised by the Visitor Center Coordinator (all Financial Aid student employee positions are scheduled to be transitioned to Student Ambassadors by March 2014). All U.S. Department of Education electronic file transfers, including oversight of verification process, will be performed by the Operations team staff. Scheduling of conference room and completion of Social Services forms will be completed by remaining Financial Aid classified staff. Front desk coverage, including telephone and e-mail correspondence, will be completed by Financial Aid Counselors and Student Ambassadors. Ordering of office supplies and travel arrangements will be completed by the other Office Manager I in Student Service and Enrollment Management. Functions common to the proximity of VPFA offices (e.g., photocopier charges) will be completed by VPFA/BFS staff. The savings from abolishing that position are estimated to be \$75,178 in fiscal year 2014-2015 which will contribute to achieving the required reduction in expenditures for fiscal year 2014-2015.

Vacant positions 00013, 00026, 00055, 00357, 00051, 00036, 00032 which are classified as Custodian I will be abolished. The work performed in those positions will be performed by other Custodians. Some of the work will be done with reduced frequency. Some work such as emptying trash containers, vacuuming and dusting in University offices will be done by the office occupants instead of by Custodians. The estimated savings in abolishing those positions is \$237,229 in fiscal year 2014-2015 which will contribute to achieving the required reduction in expenditures for fiscal year 2014-2015. This change will reduce the staffing in the Custodial area by 7.0 FTE.

Vacant position 00263 which is classified as a Custodian II will be abolished. The custodial work will be given to other Custodians and the lead worker duties will be assigned to other Custodian IIs. This will reduce the Custodian II staffing by 1.0 FTE. The estimated savings in abolishing position 00263 is \$41,741 in fiscal year 2014-2015 which will contribute to achieving the required reduction in expenditures for fiscal year 2014-2015.

Vacant position 00633 which is classified as a Grounds Nursery I will be abolished and the duties of that position will be distributed to the remaining Grounds Nursery positions. Grounds Department duties such as mowing, fertilizing, trash removal, etc. will have to be completed with less frequency. The estimated savings in abolishing the position is \$42,465 in fiscal year 2014-2015 which will contribute to achieving the required reduction in expenditures for fiscal year 2014-2015. The abolishment of this position will reduce the staffing in the grounds maintenance area by 1.0 FTE.

Position 00505 which is an Administrative Assistant I in the Student Academic Services Department will be abolished. The duties of that position will be absorbed by other positions in Student Academic Services. The abolishment of position 00505 will save an estimated \$37,615 in fiscal year 2014-2015 which will contribute to achieving the required reduction in expenditures for fiscal year 2014-2015. The elimination of this position will reduce the staffing in the Student Academic Services Department by 1.0 FTE.

Vacant position 00229 which is an Administrative Assistant III in the Dean's Office in the College of Engineering, Education and Professional Studies will be abolished. The duties of this position will be absorbed by other positions in the College including other Administrative Assistant positions. The elimination of this position will reduce the staffing in the College by 1.0 FTE. The abolishment of

Position 00229 will save an estimated \$54,005 in fiscal year 2014-2015 which will contribute to achieving the required reduction in expenditures for fiscal year 2014-2015.

Vacant Position 00039 which is an IT Technician in the Information Technology Services Department will be abolished. The duties of this position will be absorbed by other IT Technicians and other staff in the Department. This will be a reduction of 1.0 FTE. Approximately \$64,113 will be saved by abolishing this position which will contribute to achieving the required reduction in expenditures for fiscal year 2014-2015.

Layoff Ranking Formula

The Layoff Ranking Formula is shown below. It is also posted on the University website. The layoff ranking factors and the relative weight of each factor is shown below. The formula that will be used in the administration of this procedure is also shown below, along with examples.

In this layoff, the layoff ranking formula will be used only in situations in which an employee with a retention right elects to use that right, and in which the exercise of that right may displace another employee. In that situation the layoff ranking formula will be used to determine the order of displacement of employees in the impacted classification. Displacement would take place starting with the employee with the lowest layoff ranking score. If there is a funded vacancy in the affected classification, the vacancy would be used to place the employee with the retention right.

Colorado State University-Pueblo Layoff Ranking Formula

PROCEDURE PURPOSE

This Procedure is established pursuant to State Personnel Board Rule 7-11 to provide for a layoff ranking formula for classified staff. Due to changes in State law it has been necessary to refine the University's procedures to correspond with current law. The layoff ranking formula will be used to process classified employee layoffs in situations where State Personnel Rules require its use.

A. **PROCEDURE APPLIES TO (Persons affected by):** Classified Staff

B. **DEFINITIONS:**

Seniority: to include all years of service at other State of Colorado agencies, a maximum of 10 years military service and years of service at CSU-Pueblo.

Classification: A group of positions whose essential character (general nature of the work and responsibilities) warrants the same pay grade, title, and similar qualifications for entry into the class, as established by the State of Colorado's State Personnel System. For the purposes of administering the layoff ranking formula the term "class" as used in the State Personnel Rules and "classification" as used in the applicable State statutes have the meaning shown above.

C. **PROCEDURE:**

The layoff ranking formula is based on three factors: Performance evaluation ratings, seniority and applicable veteran's preference. This layoff ranking formula will rank employees in each

effected class of positions. Any employee who is a veteran cannot be displaced before a nonveteran with equal total state service. The following factors and their percentage weighting will be used:

Performance 60%

An employee's annual overall performance evaluation ratings for the three evaluation periods prior to the evaluation year in which the layoff plan is published will be used in the layoff formula. This will be done in this way in order to exclude any influence that an impending layoff may have on a performance evaluation that is done after a layoff plan is published, but before the lay off is implemented. An employee's annual overall performance evaluation ratings for those annual evaluation periods are assigned a relative value, totaled, then averaged. If an employee is missing an overall performance evaluation rating for any of the three evaluation periods, the missing rating shall be the average of the numerical value assigned to the available ratings in the three evaluation periods. If only one performance rating is available in the three evaluation periods, that rating will be used for all three annual evaluation periods to determine the average performance rating. If there are no ratings available for any of the 3 annual evaluation periods, an overall evaluation rating value of level of 2 will be used. The relative values for each overall rating level will be as follows:

<u>Overall rating</u>	<u>Relative value</u>
Level 3	100
Level 2	70
Level 1	0

Seniority of total State Service (30%)

Seniority as described in State Personnel Rule 7-10 begins with the year in which permanent status State service began and includes employment for the State of Colorado outside the State Personnel System. In addition, up to 10 years of military service which is determined to be veteran preference service can be counted as State service as provided for and as limited by the Colorado Constitution and Statutes.

The layoff ranking formula provides that each employee will be given 4 points for each year of state service and each applicable year of military service. Any portion of a year will count as a full year (i.e. 25 months equals 3 years). Years of applicable military service up to 10 years will be included within the calculation, except as may be limited by law.

Seniority in Current Class (10%)

This factor places a value on seniority in the current class while at CSU- Pueblo for each employee. The employee will be given four points for each year they have been in the current class while at CSU-Pueblo. Any portion of a year will count as a full year as explained above.

If a tie exists after applying the layoff ranking formula, then the employee with the earliest start date with the State of Colorado shall be the higher ranked employee.

Examples:

Example Employee #1:

An employee has been working for the State of Colorado for 15 years. Of that 15 years, 10 were with CSU-Pueblo as a permanent employee and 5 were with another State agency. The employee has been in his/her current classification at CSU-Pueblo for the last five years. The employee has 5 years of applicable military service. Total State service is 20 years. (15 years of State employment and 5 years of applicable military time.)

Average of overall performance evaluations for the 3 applicable evaluation years: Overall evaluation results were level 2, level 2 & level 3 which equates to 70 pts., 70 pts., 100 pts. The average of the relative values is 80 pts. $(70+70+100 \text{ divided by } 3 = 80\text{pts})$

Years in current classification at CSU Pueblo: 5 years

Computation of points:

Seniority in State Service: $20 \text{ years} \times 4 \text{ pts.} = 80 \text{ pts}$

Performance: $= 80 \text{ pts}$

Seniority in current class: $5 \text{ years} \times 4 \text{ pts.} = 20 \text{ pts.}$

Application of weighting

State Seniority (points x weighting of 30%) $80 \text{ pts} \times .3 = 24$

Performance (average 3 years of points x weighting of 60%)

$80 \text{ pts} \times .6 = 48$

Seniority in Class (number years in current class at CSU Pueblo X 4 points per year) $20 \text{ pts} \times .1 = 2 \text{ pts.}$

Total weighted points $24+48+2 = 74 \text{ weighted points}$

Example Employee #2:

An employee has been working for the State of Colorado at CSU-Pueblo for 10 years of permanent State service, all in the same classification. The employee has no countable military service. Total State service is 10 years.

Average of overall performance evaluations for the applicable 3 annual evaluation periods :
Evaluation results Level 1, level 2 & level 2 which equates to 0, 70, 70 in relative value (average is 46.7)

Years in current class at CSU Pueblo: 10 years

Computation of points:

Seniority in State Service: $10 \text{ years} \times 4 \text{ pts.} = 40 \text{ pts}$

Performance: $0\text{pts} + 70\text{pts} + 70 \text{ pts (average)} = 46.7 \text{ pts}$

Seniority in current class: $10 \text{ years} \times 4\text{pts.} = 40 \text{ pts.}$

Application of weighting

State Seniority (points x weighting of 30%) $40 \text{ pts} \times .3 = 12$

Performance (average 3 years of points x weighting of 60%)

$46.7 \text{ pts} \times .6 = 28.02$

Seniority in Class (number years in current class at CSU Pueblo X 4 points per year) 40 pts x .1 = 4 pts.

Total weighted points 12+28.02+4 = 44.02 weighted points

D. RESPONSIBILITIES:

This layoff ranking formula is to be processed by the human resources department upon notification of layoffs of classified staff.

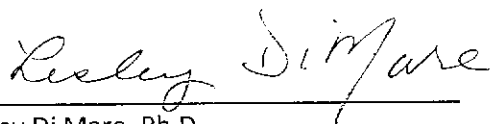
E. AUTHORITY:

State Personnel Board Rules Chapter 7.
Colorado State Constitution Article XII, Section 15
C.R.S. 24-50-124

Additional Information

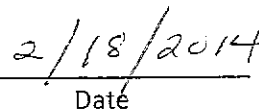
Organizational charts that pertain to these layoffs are attached. This layoff plan will be posted on the Colorado State University-Pueblo website. Copies will be posted at locations around the campus that are accessible to impacted employees. If you have any questions please contact Ralph Jacobs or Angela Bender in the Human Resources Department.

Approved by:

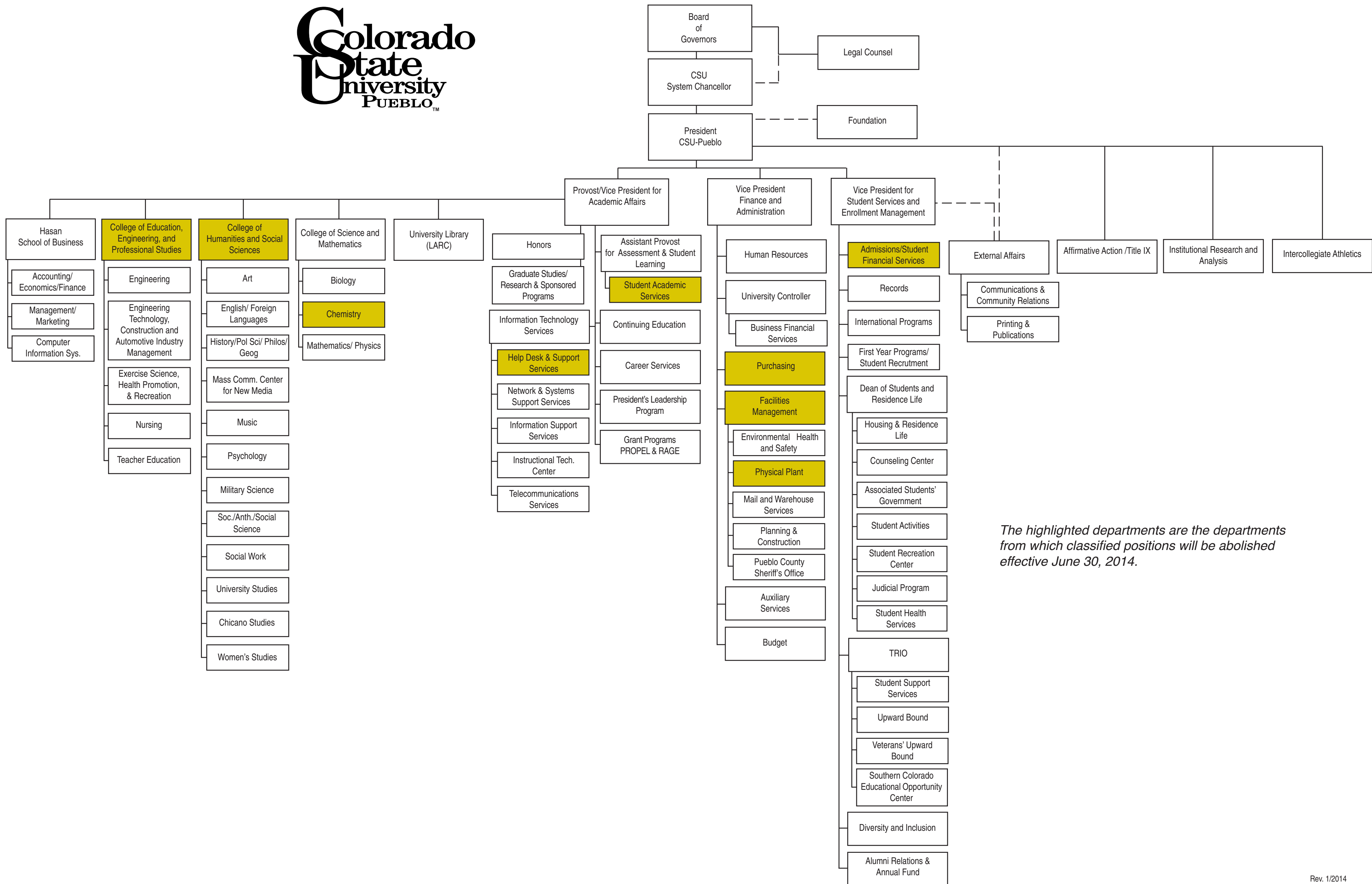


Lesley Di Mare, Ph.D.

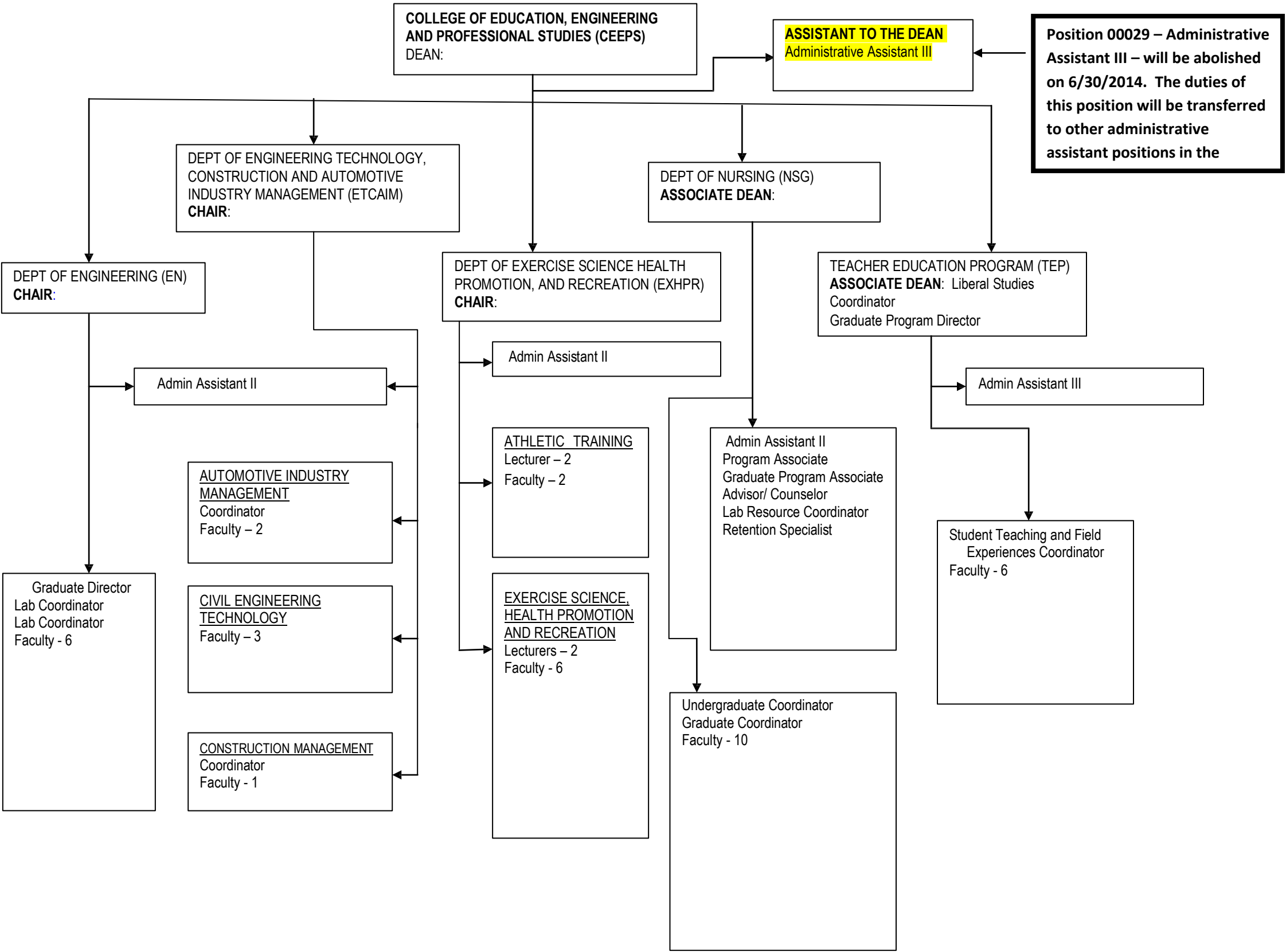
President, Colorado State University-Pueblo



Date

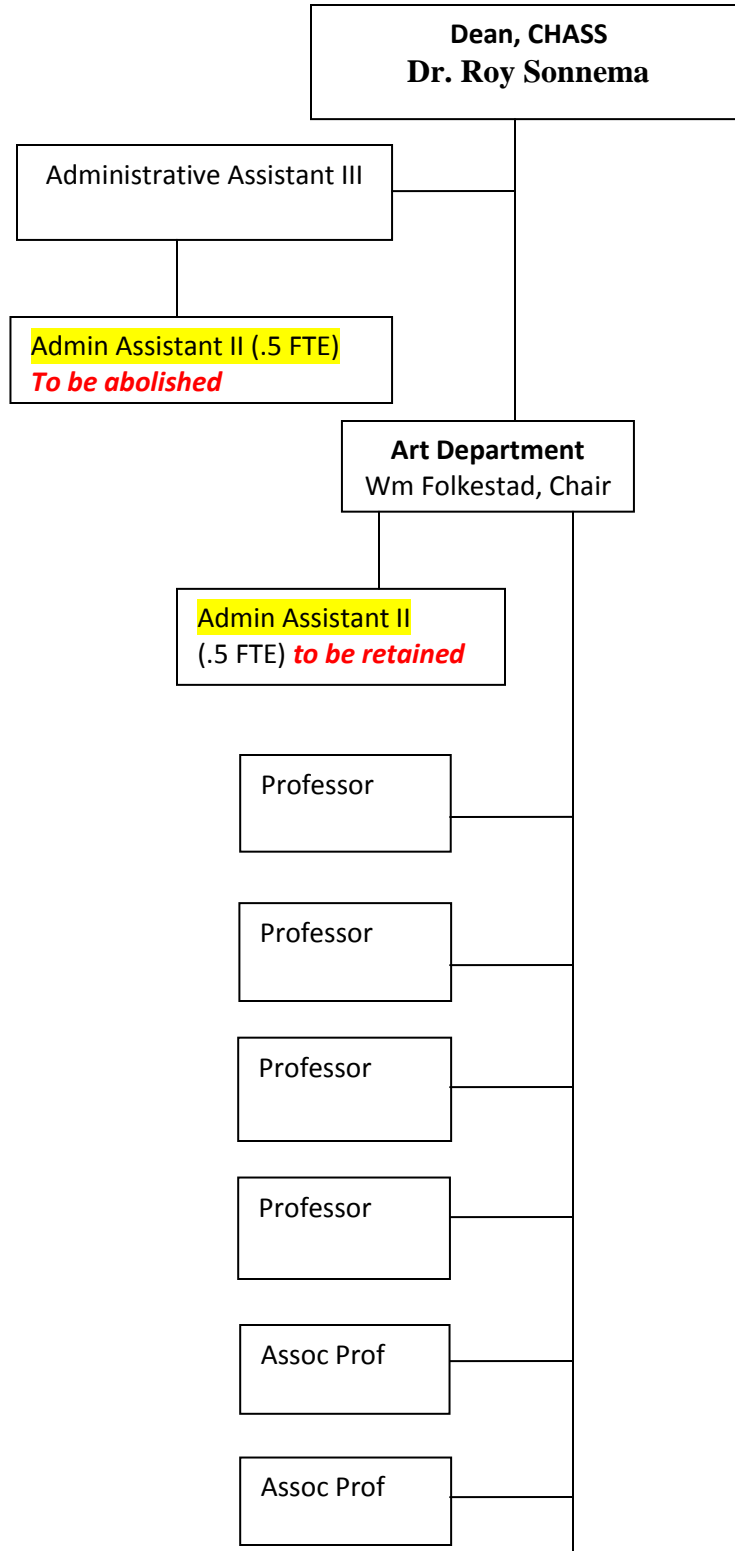


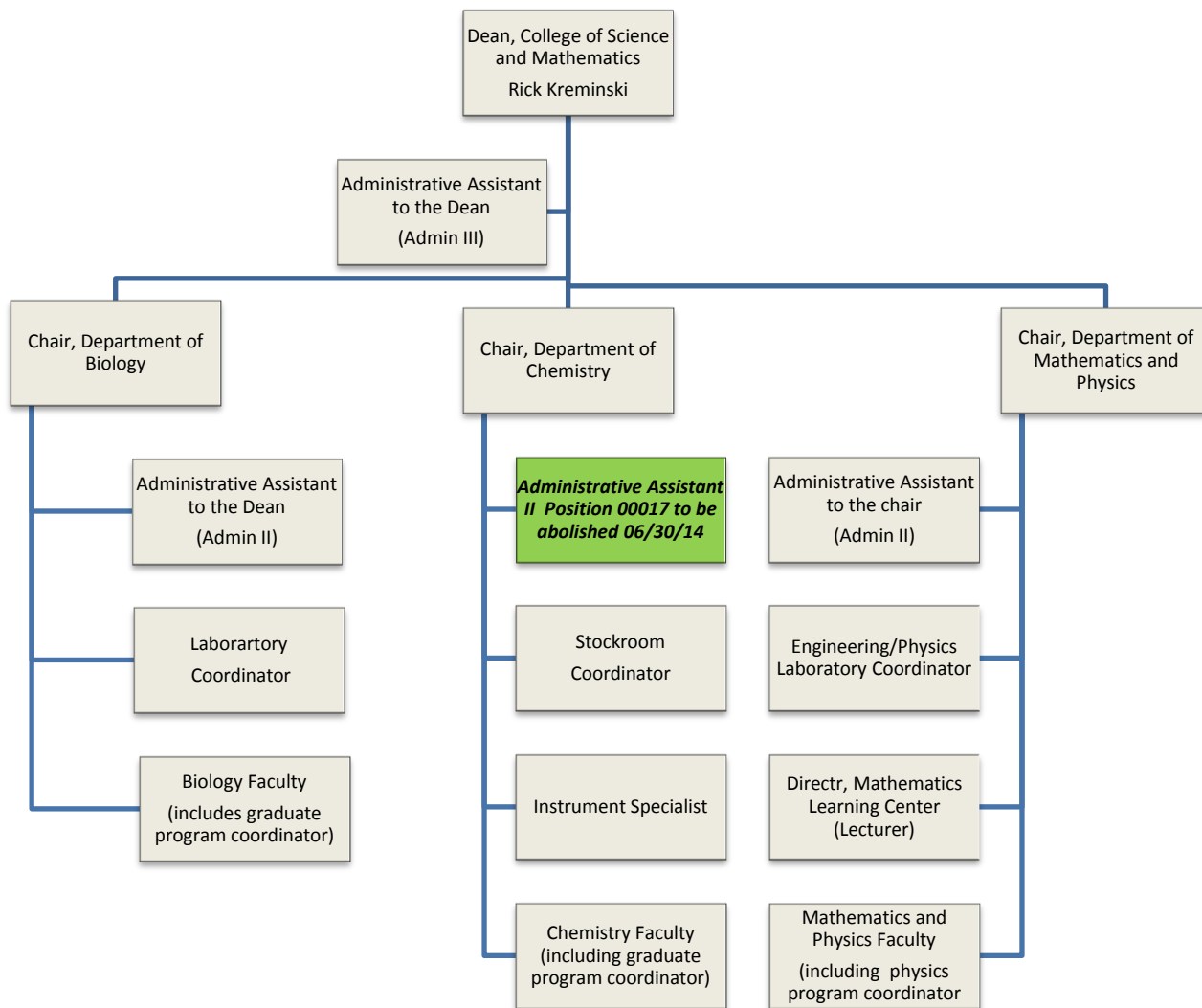
College of Education, Engineering and Professional Studies



College of Humanities and Social Sciences – Art Department

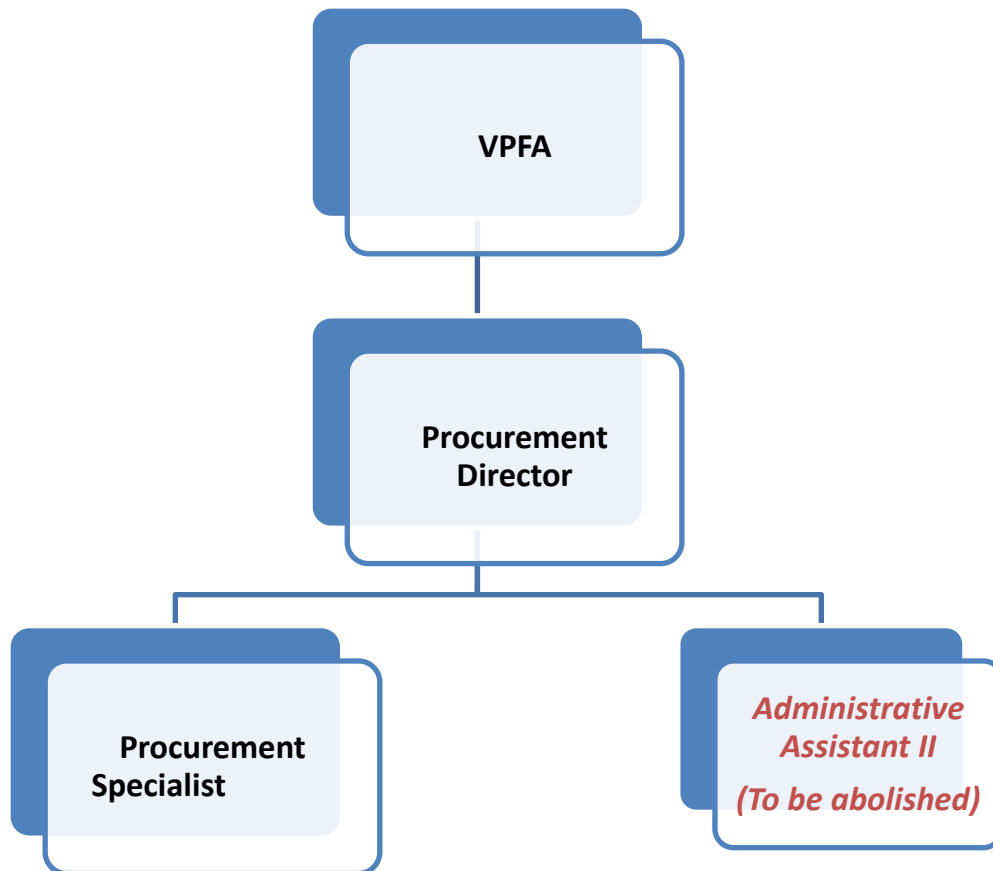
This organization chart describes the change made to position 00176 which is an Administrative Assistant II (1.0 FTE) divided between the Dean's Office and the Art Department. The position will be reduced to 0.5 FTE and will continue to serve the Art Department. Changes to be implemented June 30, 2014.



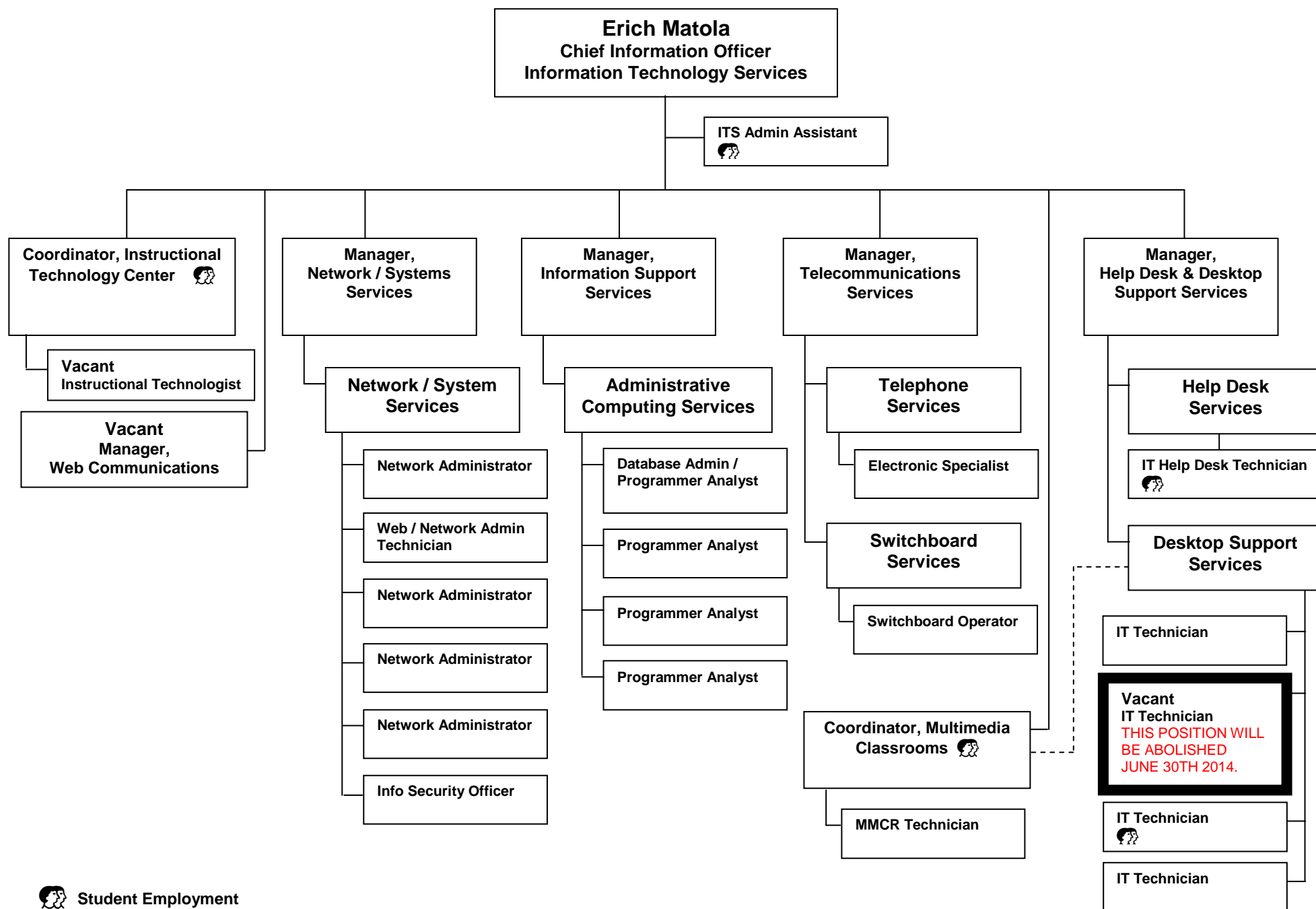


Position 00017 is an Administrative Assistant II in the Chemistry Department, **shown in the green box in bold and italicized font above**, will be abolished on June 30, 2014 and the duties performed in that position will be moved to other Administrative Assistants in the college.

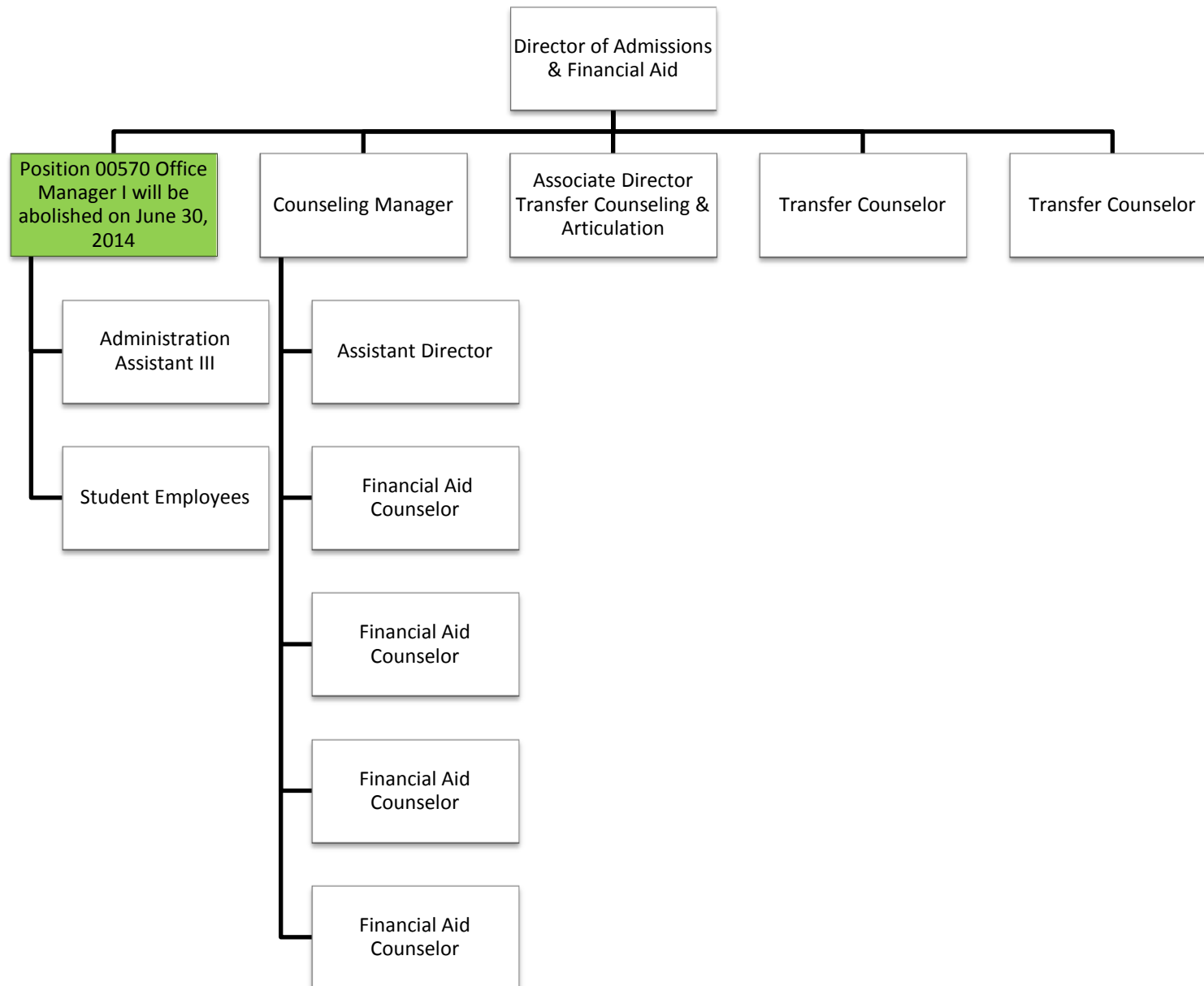
CSU-Pueblo Purchasing Department organization chart.



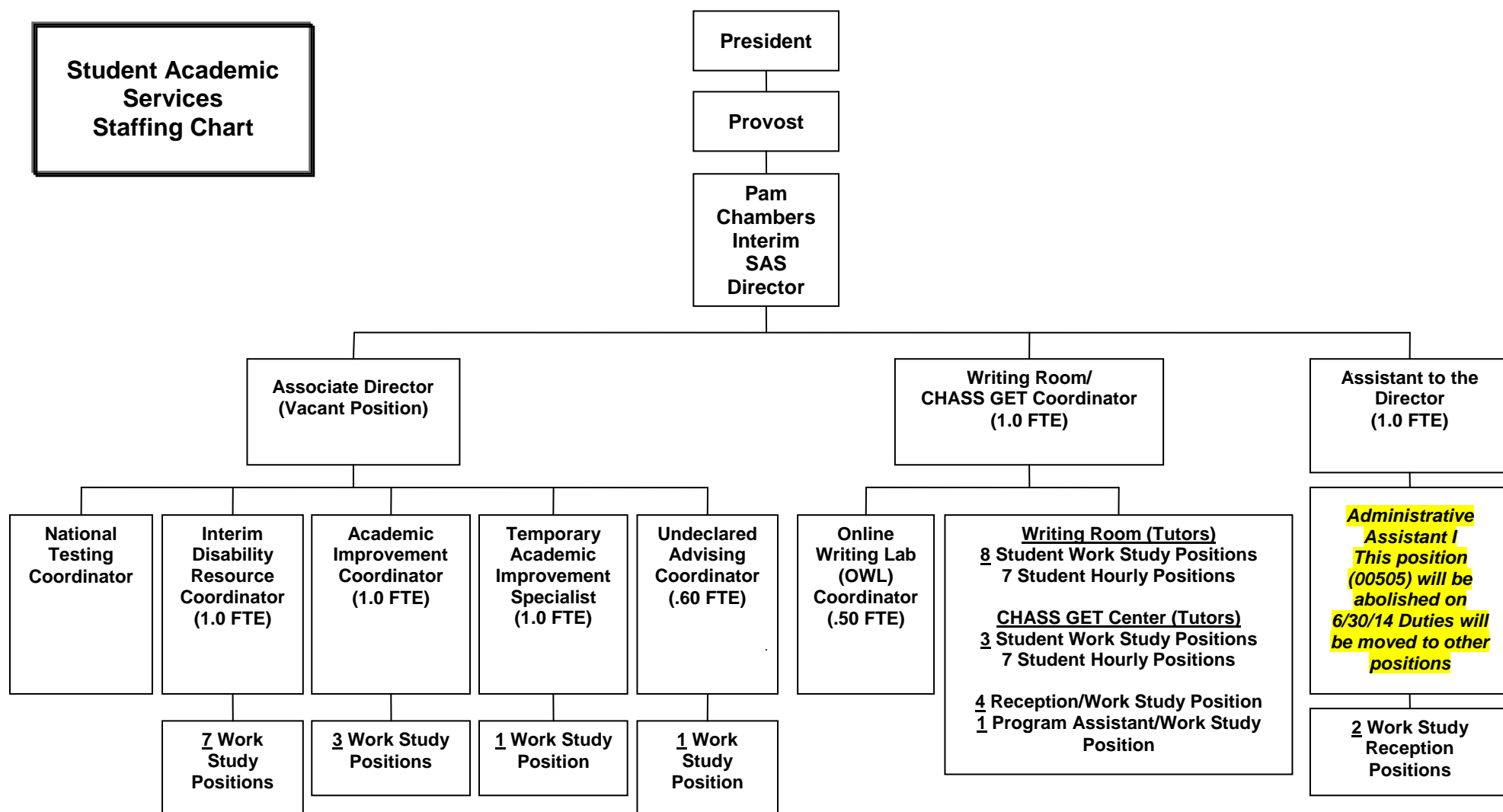
Position 00590 is an Administrative Assistant II position (shown in red italicized font) in the Purchasing Department which will be abolished on June 30, 2014. The duties of the position will be absorbed by the remaining positions in the Purchasing Department.



Position 00570 in the Student Financial Services Department (shown in the green box below) will be abolished on June 30, 2014 and the duties of the position will be moved to other positions in the Department.



**Student Academic
Services
Staffing Chart**



Facilities Organizational Chart (February 2014)

