

PROCEDURES OF COLORADO STATE UNIVERSITY-PUEBLO

Procedure Title: Layoff Ranking Formula	Category: Human Resources Contact(s): Director of Human Resources
Draft	X Final
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Procedure	Effective Date: Date signed by the President, see signature line.

A. 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.

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

C. 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.

D. 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 divided by 3 = 80pts)

Years in current classification at CSU Pueblo: 5 years

Computation of points:

Seniority in State Service: 20 years x 4 pts. = 80 pts

Performance: = 80 pts

Seniority in current class: 5 years x 4pts. =20 pts.

Application of weighting

State Seniority (points x weighting of 30%) 80 pts x .3 = 24

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

80 pts x .6 = 48

Seniority in Class (number years in current class at CSU Pueblo X 4 points per year) 20 pts x .1 = 2 pts.

Total weighted points 24+48+2 = 74 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 years x 4 pts. = 40 pts

Performance: 0pts + 70pts + 70 pts (average) = 46.7 pts

Seniority in current class: 10 years x 4pts.= 40 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) $40 \text{ pts} \times .1 = 4 \text{ pts.}$

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

E. RESPONSIBILITIES:

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

F. AUTHORITY:

State Personnel Board Rules Chapter 7.

Colorado State Constitution Article XII, Section 15

C.R.S. 24-50-124

APPROVED:

By


Lesley Di Mare, PhD
President

1/9/14
Date