

**CLASSIFIED LAYOFF MATRIX
METROPOLITAN STATE UNIVERSITY OF DENVER**

State Personnel Rules require that a Layoff Matrix be developed by each state agency to determine which classified employees would be laid off if a layoff were to be initiated in their agency. If a layoff occurs, the Personnel Rules require that time bands for each of the affected classes be established for three year periods based on seniority, beginning with the calendar year in which the layoff notice is given and extending backwards, e.g., a notice issued in 2011 creates the most junior time band of 2009-2011. Employees are placed in these three-year seniority time bands, based on the calendar year in which they began continuous state service. Within each three-year time band, by the class that is affected by the layoff, employees would be ranked using this matrix.

The Matrix, which is used to rank individuals within the same three-year time band will include:

- 1) Performance as determined by performance evaluation ratings weighted at 51% and
- 2) Versatility weighted at 49%.

Employees with lower matrix rankings in the time band must be displaced before employees with higher matrix rankings.

I. Performance – This will be determined in accordance with Rule 7-11. This factor entails averaging the latest three years’ annual performance ratings. If an employee does not have performance ratings for any of the past three years, any missing rating is considered to be the average of the numerical values assigned to the available ratings in the past three years.

The following relative values have been assigned to the current performance evaluation ratings:

Level	Value
III	60
II	40
I	0

II. Versatility – This factor entails looking at business necessity or job fit and job suitability. A determination will be made as to whether or not the employee is proficient in the skills necessary to perform the duties of the job. A qualified Human Resources Professional will rate versatility. A review will be conducted of the affected employees’ application/resume against the PDQ and Minimum Qualifications of the remaining positions. It is the responsibility of each employee to assure that current qualifications are reflected on his/her application/resume at all times. A rating of 40 will be given to the employee(s) who are fully capable of assuming the duties of the

position with no training (Proficient). A rating of 20 will be given to the employee(s) who can assume the duties of the position with a minimum amount of training (Partially Proficient). A rating of 0 will be given if extensive training is required for the employee to assume the duties of the position (Not Proficient).

The following relative values have been assigned to the Versatility rating:

Versatility Rating	Value
Proficient	40
Partially Proficient	20
Not Proficient	0

Tie Breakers:

In the event that a tied numerical score occurs after the above factors have been determined, the following will occur:

If there is a tie using the University's matrix, then the employee with the earliest start date of employment with the State of Colorado shall be the higher ranked employee. If the employees remain tied, then the decision shall be made by taking into account the affirmative action program established by the University.

Veteran Exception: No veteran can be displaced before a non-veteran regardless of rank per Colorado Statute.