

# COLORADO STATE UNIVERSITY - PUEBLO RETENTION MATRIX

Colorado State University – Pueblo (CSU-Pueblo) hereby establishes the following retention decision matrix as required by *State Personnel Board Rule 7-11*. This matrix will be used to process any layoff and is based on three factors: Performance evaluation ratings, seniority at Colorado State University-Pueblo, and seniority in the current position number. The matrix is only used to rank employees within a single three-year time band. Employees in higher three-year time bands have rights to positions held by employees in lower three-year time bands in accordance with layoff rules. When there is an employee who qualifies for veteran's preference in a three-year band, all non-veterans must be displaced before a veteran (s) is/are displaced.

The factors and their respective definition selected for usage by CSU-Pueblo are:

**I. PERFORMANCE (60%)**

In accordance with layoff rules, an employee's annual performance ratings for the last three years are assigned a relative value, totaled, then averaged. If an employee does not have a performance rating for any of the past three years, the missing rating shall be the average of the numerical values assigned to the available ratings in the past three years. The following relative point values are assigned to each annual performance rating:

**2008-Present**

<u>Overall Rating</u>	<u>Relative Value</u>
Level 3	100
Level 2	70
Level 1	0

**II. SENIORITY AT CSU-PUEBLO (30%)**

This factor places a value on seniority at CSU-Pueblo for each employee within a single three-year time band. The employee will be given four (4) points for each year they have been at CSU-Pueblo up to a maximum of 25 years. Any portion of a year will count as a full year (i.e. 25 months = 3 years).

**III. SENIORITY IN CURRENT POSITION NUMBER (10%)**

This factor places a value on seniority in the current position for each employee within a single three-year time band. The employee will be given four (4) points for each year they have been in the current position number up to a maximum of 25 years. Any portion of a year will count as a full year (i.e. 15 months = 2 years).

PROCEDURE:

The three factors above will be weighted as indicated and combined for an overall employee score. An example is provided below:

Employee #1 (19 years state service)

Evaluations of Level 2, Level 2, Level 3:

$$70, 70, 100 = 240/3 = 80 \times .60 = 48.00$$

$$5 \text{ years at CSU-Pueblo: } 5 \times 4 = 20 \times .30 = 6.00$$

$$5 \text{ years in position: } 5 \times 4 = 20 \times .10 = 2.00$$

$$\text{TOTAL} = 56.00$$

Employee #2 (18 years state service)

Evaluations of Level 3, Level 2, Level 2:

$$100, 70, 70 = 240/3 = 80 \times .60 = 48.00$$

$$7 \text{ years at CSU-Pueblo: } 7 \times 4 = 28 \times .30 = 8.40$$

$$3 \text{ years in position: } 3 \times 4 = 12 \times .10 = 1.20$$

$$\text{TOTAL} = 57.60$$

Employee #3 (17 years state service)

Evaluations of Level 1, Level 2, Level 3:

$$0, 70, 100 = 170/3 = 56.67 \times .60 = 34.00$$

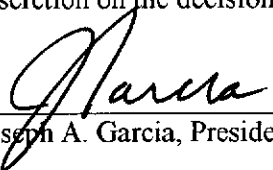
$$17 \text{ years at CSU-Pueblo: } 17 \times 4 = 68 \times .30 = 20.40$$

$$10 \text{ years in position: } 10 \times 4 = 40 \times .10 = 4.00$$

$$\text{TOTAL} = 58.40$$

TIES:

If a tie exists after applying the preceding matrix, then the President of the University will exercise his/her discretion on the decision based upon his/her judgment.

  
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Joseph A. Garcia, President

9/21/2010  
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Date