

**CSU Layoff Matrix**  
**Example: Notice Date October 2008**

**Class: Office Manager**  
**Time Band: 2006 – 2008**

Employee (* Affected Employee)	Year of Hire Score 10%	Performance Rating Score 90%				Overall Score (HireYr+Performance) 100%	Meet Min/ Spec Quals?	Veteran? Y/N
		1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	Average			
A	1 <sup>st</sup> yr: 3.3 pts	2=60 pts	2=45 pts	2=45 pts	(60+45+45)/3=50 pts	3.3+50 = <b>53.3 pts</b>	Y	N
B	2 <sup>nd</sup> yr: 6.7 pts	3=90 pts	4=90 pts	2=45 pts	(90+90+45)/3=75 pts	6.7+75 = <b>81.7 pts</b>	Y	N
C*	3 <sup>rd</sup> yr: 10 pts	2=60 pts	4=90 pts	2=45 pts	(60+90+45)/3=65 pts	10+65 = <b>75 pts</b>	Y	N

**Note:** In this example, Employee C has retention rights to Employee A's position, but not to Employee B's (assumes there are no vacant positions or positions held by probationary employees that Employee C can exercise retention rights against).

**Retention Rights:** An employee must meet the minimum qualifications and any special qualifications in order to have retention rights to a position. Retention rights are first offered to any funded vacant position in the current certified class within a 75-mile radius, and if there are none available, then to positions held by probationary employees, and if none available, then to positions held by certified employees. Certified employees can displace certified employees in more junior time bands. If there are no junior time bands, certified employee can displace lower-ranked certified employees in the same time band. Full-time employees are offered other full-time positions before part-time, and part-time employees are offered other part-time positions before full-time. Previously certified classes at the same maximum pay rate or at a lower level (demotion) are considered when there are no positions at the current certified class that the employee can exercise retention rights against. If the only retention opportunity within a 75-mile radius is a demotion, a position outside of the 75-mile radius in the current certified class will also be offered.

**Time Bands:** Established for a three-year period based on seniority. The three-year period begins with the calendar year in which the layoff notice is given and extends backward, e.g. a notice issued in 2008 creates the most junior time band of 2008 – 2006. Employees in the most junior time band must be displaced before employee in more senior time bands. For purposes of the layoff matrix, seniority is the calendar year in which continuous state service began, including up to 10 additional years (rounded to the next whole year for partial years) of military service for those eligible for veteran's preference. Employees with a lower matrix score in the time band must be displaced before employees with a higher matrix score, except that no veteran can be displaced before a non-veteran regardless of rank. The employee with the earliest employment date is considered higher ranked in a tie.

**Year of Hire:**

- 1<sup>st</sup> year of time band (most recent): 1 point; converted to 100 point scale =  $100 * 1/3 = 33.3$  pts; weighted score at 10%:  $33.3 * 0.10 = \underline{3.3 \text{ points}}$
- 2<sup>nd</sup> year of time band: 2 points; converted to 100 point scale =  $100 * 2/3 = 66.7$  pts; weighted score at 10%:  $66.7 * 0.10 = \underline{6.7 \text{ points}}$
- 3<sup>rd</sup> year of time band (oldest): 3 points; converted to 100 point scale =  $100 * 3/3 = 100$  pts; weighted score at 10%:  $100 * 0.10 = \underline{10 \text{ points}}$

**Performance:**

- Performance is measured by the average of the latest three years' annual performance ratings. A score is assigned for each year based on rating level as follows:
  - For performance cycles ending March 2008 and later (3 rating levels):
    - Level 1: converted to 100 pt scale =  $100 * 1/3 = 33.3$  pts; weighted score at 90%:  $33.3 * 0.9 = \underline{30 \text{ points}}$
    - Level 2: converted to 100 pt scale =  $100 * 2/3 = 66.7$  pts; weighted score at 90%:  $66.7 * 0.9 = \underline{60 \text{ points}}$
    - Level 3: converted to 100 pt scale =  $100 * 3/3 = 100$  pts; weighted score at 90%:  $100 * 0.9 = \underline{90 \text{ points}}$
  - For performance cycles ending March 2007 and earlier (4 rating levels):
    - Level 1: converted to 100 pt scale =  $100 * 1/4 = 25$  pts; weighted score at 90%:  $25 * 0.9 = \underline{22.5 \text{ points}}$
    - Level 2: converted to 100 pt scale =  $100 * 2/4 = 50$  pts; weighted score at 90%:  $50 * 0.9 = \underline{45 \text{ points}}$
    - Level 3: converted to 100 pt scale =  $100 * 3/4 = 75$  pts; weighted score at 90%:  $75 * 0.9 = \underline{67.5 \text{ points}}$
    - Level 4: converted to 100 pt scale =  $100 * 4/4 = 100$  pts; weighted score at 90%:  $100 * 0.9 = \underline{90 \text{ points}}$
- If an annual performance rating does not exist for a particular year, level 2 (satisfactory) will be used.
- The average of the scores for the past 3 years:  $(1^{\text{st}} \text{ year} + 2^{\text{nd}} \text{ year} + 3^{\text{rd}} \text{ year}) / 3 = \text{performance rating score}$ .

**Overall Score:** Year of Hire points + Performance Rating points