

**COMMUNITY COLLEGES OF COLORADO SYSTEM
CLASSIFIED RETENTION MATRIX**

The Colorado Community College System hereby establishes the retention decision “matrix” required by the State Personnel Board Rules and Director’s Procedures, (R-7-11). This matrix, which is used to rank individuals within the same three-year time band, will include performance as determined by the performance evaluation process, business necessity and seniority in current job class.

I. Performance (55%). This will be determined in accordance with Rule (R 7-11 A). The employee’s annual performance ratings for the last three years are each assigned the corresponding point value below. They are then averaged for an overall rating value and that value is then weighted at 55%. Any missing rating is considered to be the average of the numerical values assigned to the available rating in the past three years.

➤ Meritorious	55 points	Exceeds Expectations	55 points
➤ Exceeds Expectations	45 points		
➤ Fully Competent	30 points	Fully Competent	30 points
➤ Needs Improvement	0 points	Needs Improvement	0 points

II. Business Necessity (35%). This places a value on the job fit, suitability, versatility, and other job related factors for each employee within a three-year time band. The following values will be assigned to each employee relative to this category.

➤ Proficient (No training required to assume the duties of the position)	50 points
➤ Partially Proficient (Minimal training required to assume the duties of the position)	25 points
➤ Not Proficient (Extensive training required for to assume the duties of the position)	0 points

III. Seniority in Current Job Class (10%). This places a value on seniority in current job class of each employee within a three-year time band. The following values will be assigned to each employee based upon their seniority in their current job class.

➤ Most senior 12-month period within 3 year time band	50 points
➤ Mid senior 12 month period within 3 year time band	25 points
➤ Least senior 12-month period within 3 year time band	0 points

Procedure: Performance will be weighted at 55%, business necessity at 35%, and seniority in current job class at 10%. The weighted scores will then be combined for the employee’s final score.

Ties: If, after applying the matrix, a tie were to result between two or more employees in the same three-year time band, the employee with the most total state service will be retained.

Notes: The matrix is only used to rank employees within a single three-year time band. Employees in higher three-year time bands have retention rights to positions held by employees in lower three-year bands regardless of the matrix factors, provided that they can meet the minimum qualifications for the position and any bonafide special qualifications. Employees with lower matrix rankings in the time band must be displaced before employees with higher matrix rankings, except no veteran can be displaced before a non-veteran regardless of rank. For information regarding the order of retention opportunities please refer to State Personnel Board Rule 7-18.