Reduction-in-Force Criteria (100 Points Maximum – 105 w/Veteran's Preference)

Criterion	Weight	Scale	
Last Performance Appraisal	10%	Combined CE = 10 OE = 7.5 M = 5 DNM/OM = 0	
Special Performance Appraisal	30%		New Employee
		4 = 30	40
		3 = 22.5	30
		2 = 15	20
		1 = 0	0
Ranking	20%	≥90th Percentile = 20	
		80th " = 18	
		70th " = 14	
		60th " = 12	
		50th " = 10	
		40th " = 8	
		30th " = 6	
		20th " = 4	
		<20th " = 0	
Citizenship	20%		
- Lives UTMB Values	10%	Yes = 10 No = 0	
-History of Written Warnings or PIP	10%	No = 10 Yes = 0	
Critical Skills	20%	≥5 = 20 4 = 18 3 = 15 2 = 10 1 = 5	

Notes:

1. Scale for last performance appraisal is as follows: CE consistently exceeds, OE occasionally exceeds, M meets, OM occasionally meets, and DNM does not meet.
2. The special performance appraisal will have a weight of 40% for new employees without historic performance appraisals.

3. Critical skills are department specific. Managers must develop a list of the top 5 critical skills needed for their department to provide adequate service to their departments' clients and determine the number of these skills possessed by their employees at the "fully competent" or higher level.
4. Veteran's preference = 5 points.
5. Length of service is a tie breaker.
6. Performance levels: 4 = Outstanding, 3 = Exceeds Expectations, 2 = Meets Expectations, 1 = Needs Improvement.
7. UTMB Values: (a) demonstrates **compassion** for all, (b) always acts with **integrity**, (c) shows **respect** to everyone, (d) embraces **diversity**, and (e) promotes excellence and innovation through **lifelong learning**.

Examples:

Mary Smith (5-year employee)		George Jones (Less than 1-year of service)	
Last Performance Appraisal:			
FY10 = OE	= 10	N/A	
Special Performance Appraisal:			
FY11 = 3	= 22.5	FY11 = 2	=20
Ranking:			
3 of 35 = 90th %	= 20	21 of 35 = 40th %	= 8
Citizenship:			
Lives UTMB Values = Yes	= 10	Yes	= 10
Hist. of WWs or PIP = Yes	= 0	No	= 10
Critical Skills:			
3	= 15	4	= 18
Veteran:			
Yes	= 5	No	= 0
Total	82.5		66