IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES –
HUMAN RESOURCES ENTERPRISE

RETENTION POINT CALCULATION WORKSHEET

NAME:	
AGENCY:	
LAYOFF/CURRENT CLASS TITLE:	
REDUCTION IN FORCE UNIT:	
CUTOFF DATE:	**EMPLOYMENT DATE:**

PREVIOUSLY HELD CLASSES:

EMPLOYEES IN THE SAME JOB CLASSIFICATION WITHIN THE LAYOFF UNIT

LENGTH OF SERVICE AND PERFORMANCE

Employment Date _____

Length of Service **Months**	1 point for each month **Credit**	**Total**	**Performance Credit** **Months**	**Rating**	1 point for each month rated as "competent," "meets expectations" or "exceeds expectations" **Credit**	**Total**

Total Length of Service:		**Total Performance Credit:**	

TOTAL RETENTION POINT CALCULATION

TOTAL LENGTH OF SERVICE CREDIT	
TOTAL PERFORMANCE CREDIT	
TOTAL RETENTION POINTS	

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