**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE**

# RETENTION POINT CALCULATION WORKSHEET

|  |  |
| --- | --- |
| **Name:** | **Cutoff Date:** |
| **Agency:** | **Employment Date:** |
| **Current Class Title:** | **Reduction in Force Unit:** |

|  |  |  |
| --- | --- | --- |
| **Previously Held Job Class Title** | **Class Code** | **Dates of Service** |
|  |  | to |
|  |  | to |
|  |  | to |
|  |  | to |
|  |  | to |
|  |  | to |
|  |  | to |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Length of Service Credit** | | |  | **Performance Credit** | | |
| **Job Class** | **Dates in  Job Class** | *1 point for each month*  **Credit Points** |  | **Dates** | **Rating** | *1 point for each month rated as “meets expectations,” or “exceeds expectations”*  **Credit Points** |
|  | to |  |  | to |  |  |
|  | to |  |  | to |  |  |
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|  | to |  |  | to |  |  |

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

|  |  |
| --- | --- |
| **Total Retention Point Calculation** | |
| Total length of service credit: |  |
| + Total performance credit: |  |
| **Total Retention Points:** |  |

**The following is the method for computing retention points for merit-covered employees:**

Retention points are the combined total of an employee’s length of service and performance credits:

1. *Length of Service Credit:* Employees receive one point for each month of continuous service in a merit-system-covered position. Covered service does not include any time spent in non-merit, “at-will,” seasonal, or temporary positions, any time spent in approved leave without pay, layoff, or long-term disability greater than 15 days, or any period of unpaid absence that was not subsequently used to establish or adjust the employee’s date of hire. Any period of at least 15 calendar days of service in a month will be considered a full month.
2. *Performance Credit:* Employees receive one point for each month of covered service (as identified above) in which performance was rated as acceptable or better, or for which the employee’s performance was not rated. No retention points are credited for months in which the employee’s performance was documented as less than satisfactory.