

City of Woodland

MEMORANDUM

DATE: July 12, 2011
TO: Ana Gonzalez
City Clerk
FROM: Amy Buck
Human Resources Manager
SUBJECT: Side Letter of Agreement – Furloughs

This Memorandum serves to memorialize an agreement between the City of Woodland (City) and the Management Employees regarding Furloughs. This Memorandum serves to add language contained in Article 2 of the Resolution between the City and the Management Employees, dated November 28, 2006.

Section 2.7 is added as follows:

2.7 Furloughs - Employees agree to an unpaid furlough of 96 hours in fiscal year 2011/12. Hours will be deducted in equal amounts from each monthly paycheck.


Furlough time will be held in a bank separate from vacation or sick time. Employees having furlough time in their furlough bank will be allowed to use furlough time instead of sick time or vacation time. In addition the City will designate days that City offices will be closed. Unless instructed to work employees will utilize furlough hours on those days.

When using furlough time in lieu of sick time or vacation, all furlough time use requests must be made in accordance with department policy and will be subject to the restrictions of the type of leave. The responsibility of monitoring the amount of time in the furlough bank and proper use rests with the employee. It is the expectation that employees will use their furlough time by the end of the fiscal year; however, balances will be carried forward. If an employee works a designated furlough day, they will receive their regular pay, and will have to take another day as the replacement furlough day in accordance with their department policy. Furlough hours/usage will be prorated for employees working less than the full year with appropriate adjustments made to final settlement pay. For the term of the agreement, all vacation accumulation maximums shall be increased by 96 hours

The November 28, 2006 Resolution between the City and the Management Employees is therefore modified as reflected in the revised paragraph 2.7 above. All other provisions of the MOU remain unchanged, unless the parties mutually agree to reopen negotiations.

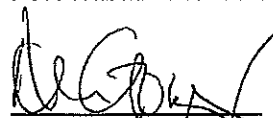
AGREED TO THIS DATE: 7/20/2011

FOR THE CITY OF WOODLAND



Amy Buck
Human Resources Manager

FOR THE MANAGEMENT EMPLOYEES



Ana Gonzalez
Management Employees

Sr Mgt Side July 2011