



City of Woodland

## MEMORANDUM

**DATE:** May 5, 2010  
**TO:** Ted Ruiz  
President, Woodland Professional Police Employees' Association  
**FROM:** Amy L. Buck  
Human Resources Manager  
**SUBJECT:** MOU Side Letter of Agreement – Lay Off Clarification

This Memorandum serves to clarify an understanding regarding the Memorandum of Understanding between the City of Woodland (City) and the Woodland Professional Police Employees' Association (Association) regarding lay off procedures. The purpose is to avoid misunderstandings with lay off procedures, classification seniority, and bumping rights.

### Principles and Understandings:

**LAYOFF PROCEDURE** – If the City finds it necessary to impose layoffs then the order of those layoffs shall be determined by Classification Seniority.

**CLASSIFICATION SENIORITY** - Classification seniority is defined as the total time served in the current classification and higher classifications within the department. A higher classification shall be defined as any classification within the department which has a higher pay scale.

**BUMPING RIGHTS** – An employee who is laid off from a higher class may return to a previously held position based on Classification Seniority.

The City and Association agree to these principles and understandings.

AGREED TO THIS DATE: 5/7/2010

FOR THE CITY OF WOODLAND

FOR THE WOODLAND  
PROFESSIONAL POLICE  
EMPLOYEES' ASSOCIATION

/s/ Amy Buck  
Amy Buck  
Human Resources Manager

/s/ Ted Ruiz  
Ted Ruiz  
President, WPPEA