

City of Woodland

MEMORANDUM

DATE: July 13, 2020

TO: Chris Fong
President
Mid-Management Professional Association (MMPA)

FROM: Ken Hiatt
Interim City Manager

SUBJECT: MOU Side Letter of Agreement – Furloughs

The side letter of agreement serves to memorialize the agreement, post labor negotiations between the City of Woodland (City) and the Mid-Management Professional Association.

Section 2.1.1 as amended by the Side Letter of Agreement regarding the City's additional payment to CalPERS Unfunded Liability reached on August 21, 2018 is hereby amended as follows:

Salary schedules for unit classifications shall be increased by as follows:

- January 1, 2019: 2% COLA
- January 1, 2021: 2% COLA
- July 1, 2021: 2% COLA.*
- January 1, 2022: 1% COLA

~~*Contingent on FY 2021/22 CalPERS Miscellaneous Plan Unfunded Actuarial Liability (UAL) payment not to exceed \$4,125,871.~~

Section 5.2.2.1 is added as follows:

5.2.2.1 Employees may carry over an additional one hundred and four (104) hours of vacation. (The vacation maximum is adjusted based on the number of furlough hours the employees in the Unit are granted.) Employees with less than ten (10) years of service with the City may carry over no more than (376 hours) past January 1 of each year. Employees with more than ten (10) years of service with the City may carry over no more than (456 hours) past January 1 of each year. This clause sunsets on June 30, 2022.

Section 5.5 is added as follows:

5.5 Furloughs - Employees agree to an unpaid furlough in fiscal year 2020/2021. Hours will be credited in fifty-two (52) hour increments. The first fifty-two (52) hours will be credited upon implementation of this side letter. An additional fifty-two (52) hours will be credited on January 1, 2021 unless the General Fund sales tax revenues (not including special district sales taxes) are forecasted to exceed \$14 million for fiscal year 2020/21, in which case no further furlough hours will be credited. Employee will repay the City at a rate of 8.667 hours per month.

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. To facilitate employees utilizing these hours, the City offices will be closed between Christmas and New Year's Day 2020.

When using furlough time in lieu of sick time, administrative time, vacation or administrative leave, 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 June 30, 2022. Employees forfeit any unused furlough days on July 1, 2022. 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 the amount of furloughs hours granted. Based on the revenues, vacation maximums shall be increased by either 52 hours or 104 hours.

Furlough days have no cash value, and if the employee leaves prior to using all the furlough days, the unused days are forfeited.

Furlough days are granted as described above. If an employee uses more hours/days than earned, the employee is responsible for paying back the City for excess days.


If an employee uses more furlough days than earned, the employee is responsible to repay the City. Repayment can be in the form of earned vacation days, or earned administrative leave.

In the event that the General Fund sales tax revenues (not including special district sales taxes) are forecasted to exceed \$14 million for fiscal year 2020/21, the furloughs may cease after December 31, 2020. All other conditions still apply.

The July 1, 2018 Resolution between the City and the Mid-Management Professional Association Unit is therefore modified as reflected in the paragraphs above. All other provisions of the MOU remain unchanged, unless the parties mutually agree to reopen negotiations.

AGREED TO THIS DATE: 7/23/20

FOR THE CITY OF WOODLAND


Ken Hatt
Interim City Manager

FOR THE MID-MANAGEMENT
PROFESSIONAL ASSOCIATION


Chris Fong
Mid-Management Professional Association