

City of Woodland

MEMORANDUM

DATE: May 18, 2021
TO: Sheila McShane, Confidential Employees
FROM: Ken Hiatt, City Manager
SUBJECT: Amended and Restated Side Letter of Agreement - Furloughs

This amended and restated side letter of agreement serves to memorialize the agreement, post labor negotiations, between the City of Woodland (City) and the Confidential Employees. Due to better than expected revenues in the General Fund for fiscal year 2020/21, the City wishes to restore the concessions agreed to by the Confidential Employees in the Side Letter of Agreement dated July 1, 2020.

The following modifications shall be made to the Resolution Approving Certain Terms and Conditions between the City and the Confidential Employees, dated July 1, 2019.

Section 2.1.3 Furloughs is amended and restated as follows:

2.1.3 Furloughs - Employees agreed to an unpaid furlough in fiscal year 2020/21. Hours were deducted in an equal amount from each monthly paycheck, and 104 furlough hours were placed in a leave bank on July 1, 2020. Because General Fund sales tax revenues (not including special district sales tax measures) are projected to exceed \$14.0 million for fiscal year 2020/21, the monthly furlough deduction ceased after December 31, 2020 and furlough leave banks were reduced to fifty two (52) hours.

On or before May 31, 2021, the total value of the actual furlough amounts deducted from each employee's pay will be refunded to employees as a single payment and all hours in furlough leave banks will be reduced to zero. In the event an employee does not have 52 hours remaining in their furlough leave bank, the difference in hours will be reduced from the employee's administrative leave bank.

For example, if an employee has 28 hours of leave in their furlough leave bank, 24 hours (52 minus 28 hours) will be deducted from the employee's administrative leave balance to restore the furlough leave balance to 52 hours, and all furlough deductions from July 2020 through December 2020 will be refunded to the employee.

If an employee has used all furlough leave hours and does not have sufficient administrative leave balances to restore the furlough bank to 52 hours, vacation leave balances will be used.

For members that exhausted all 52 hours of furlough bank and do not wish to receive previous 5% furlough reduction refund can, upon written request, opt out of the above.

Section 5.2.2.1 is deleted:

~~5.2.2.1 Employees may carry over an additional 104 hours of vacation. Employees with less than ten (10) years of service with the City may carry over no more than forty seven (47) days (376 hours) past January 1st of each year. Employees with more than ten (10) years of service with the City may carry over no more than fifty seven (57) days (456 hours) past January 1st of each year. This clause sunset on June 30, 2023.~~

Section 5.2.3.1 is deleted:

~~5.2.3.1 Employees who are eligible for vacation cash out may only cash out 50% of the vacation cash out entitlement for the fiscal year 2020/2021. This clause sunset on June 30, 2021.~~

The July 1, 2019 Resolution between the City and the Confidential Employees is therefore modified as reflected in the paragraphs above. All other provisions of the Resolution remain unchanged, unless the parties mutually agree to reopen negotiations.

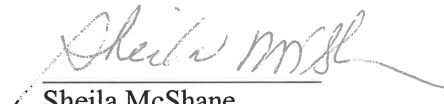
AGREED TO THIS DATE: 5/19/21

FOR THE CITY OF WOODLAND



Ken Hiatt
City Manager

FOR THE CONFIDENTIAL
EMPLOYEES



Sheila McShane
Confidential Employees