

**Memorandum of Understanding**  
**Between**  
**Grand Rapids Community College**  
**And the**  
**Grand Rapids Community College**  
**Alliance of Professional Support Staff (APSS)**  
**September, 2023**

This Memorandum of Understanding (“MOU”) is made by and between Grand Rapids Community College (“College”) and the Grand Rapids Community College Alliance of Professional Support Staff (“APSS”) (collectively, the “Parties”).

This MOU is made by mutual agreement of the Parties for the purpose of revising the timeline contained within the Parties’ collective bargaining agreement (“contract”) for the initial discussion relating to APSS employees’ performance evaluations.

The Parties hereby agree as follows:

1. The Parties’ contract contains provisions regarding the performance evaluation process for APSS employees. The contract states that “all employees who have successfully completed their probationary period, and who are not in a trial period because of transfer” shall engage in an “initial discussion on Sections 1, 2, and 3 of the APSS Performance Evaluation no later than August 31.” (Art. 13 § (9)(B), (9)(B)(1)).
2. The Parties have conferred and recognize that a number of scheduling difficulties exist relating to the aforementioned August 31 timeframe (including administrative processes associated with the College’s Department of Human Resources, and that some APSS employees are supervised by faculty and staff who are not regularly scheduled to work during the month of August).
3. The Parties hereby agree that it is in the best interests of the College and APSS employees that the August 31 deadline contained with Article 13, Section (9)(B)(1) be replaced with a deadline of September 30.
4. Consequently, APSS employees who are subject to the performance evaluation process set forth in Article 13, Section (9)(B), shall engage in the initial discussion on Sections 1, 2, and 3 of the APSS Performance Evaluation no later than September 30 of each fiscal year.

5. Pursuant to the aforementioned agreement, the Parties hereby agree that Article 13, Section (8)(C) shall be revised, and that the reference to "August 31" in that Section shall be replaced with "September 30."

6. This MOU shall remain in effect for the remainder of the Parties' current contract.

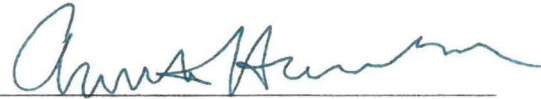
7. This MOU shall not alter or amend the Parties' contract in any way except as specified herein.



Grand Rapids Community College

9/18/23

Date



Alliance of Professional Support Staff

9/15/23

Date