

Memorandum of Understanding
Between
Grand Rapids Community College
And the
Grand Rapids Community College
Alliance of Professional Support Staff (APSS)
January, 2025

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 language contained within the Parties' collective bargaining agreement ("contract") regarding APSS employees' annual performance evaluations. Through this MOU, the Parties intend to ensure compatibility between contractual provisions regarding the performance evaluation process for APSS employees and electronic systems utilized for the purpose of administering performance evaluations.

The Parties hereby agree as follows:

1. The Parties' contract contains a Section regarding the performance evaluation process for APSS employees. (Art. 13 § 9). Within that Section, the contract sets forth timelines by which certain aspects of the performance evaluation must be completed for "all employees who have successfully completed their probationary period, and who are not in a trial period because of transfer." (Art. 13 § 9(B)(1)).
2. In September, 2024, the Parties conferred regarding an amendment to the contract that would more precisely align the performance evaluation process with the College's electronic platform. Subsequently, the Parties executed an MOU amending the performance evaluation's "initial discussion" component identified within Article 13, Section 9(B)(1).
3. The Parties recently conferred again regarding the performance evaluation's "midyear assessment" component, in light of recent unanticipated developments associated with the electronic performance evaluation platform.
4. In order to ensure cohesion and compatibility between the contract and the administration of performance evaluations for APSS employees, the Parties agree that the

language currently set forth in Article 13, Section 9(B)(1) shall be replaced with the following¹ for the 2024-2025 contract year:

B. This section shall apply to all employees who have successfully completed their probationary period, and who are not in a trial period because of transfer.

1. Each APSS employee to whom this section applies will meet with their supervisor annually for an initial discussion to identify goals, professional development and other required components contained within the performance evaluation system. The initial meeting and identification of goals, professional development and other required evaluation components will occur no later than September 30.

The mid-year assessment of those projects, goals, professional development, job knowledge, professional skills and other required components contained within the performance evaluation system should be completed no later than March 1, and the Mid-Year Assessment Acknowledgement Form should be completed electronically and acknowledged by both the immediate supervisor and employee.

5. The amended language relating to Article 13, Section (9)(B)(1) set forth above in Paragraph 4 shall also be effective for the 2025-2026 contract year; except that the March 1 deadline for completing mid-year assessment requirements shall be amended to February 1 for the 2025-2026 contract year.

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


Grand Rapids Community College

1/29/25
Date


Alliance of Professional Support Staff

1/27/25
Date

¹ The amended language set forth in Paragraph (4) of this MOU expressly incorporates (without alteration) the amended language associated with Article 13, Section 9(B)(1) that was contained in the Parties' September, 2024 MOU.