

## **Memorandum of Understanding**

**Between**

**Grand Rapids Community College**

**and the**

**Grand Rapids Community College**

**Alliance of Professional Support Staff**

**November, 2025**

This Memorandum of Understanding ("MOU") is made by mutual agreement between Grand Rapids Community College ("College") and the Grand Rapids Community College Alliance of Professional Support Staff ("APSS") (collectively, the "Parties"). This MOU is entered into for the purpose of amending the Parties' collective bargaining agreement ("contract") regarding APSS employees who agree to serve as bilingual translators.

The Parties mutually agree to amend their contract as follows:

1. Any APSS employee seeking to serve as a bilingual translator for non-English speaking students, prospective students, or campus community members on behalf of the College must provide written notice to the College's Human Resources Department ("Human Resources") by submitting a request to the Human Resources Business Partner for the APSS bargaining unit.
2. Following receipt of such notice, Human Resources will facilitate a language proficiency examination that has been approved by the Vice President for People, Culture, and Equity. Such examinations may be facilitated through a third-party vendor engaged by the College.
3. Upon successful completion of a language proficiency examination, an APSS employee will be "certified" as bilingual translator. A list of certified APSS employees will be compiled by the College and made available to supervisors and departments, as appropriate. The list of certified translators will be updated periodically in accordance with the terms of this MOU.
4. APSS employees identified on the list of certified bilingual translators agree to provide front-line translation and/or interpretation services throughout the College on an as needed basis. Such services shall be provided with appropriate guidance from the requesting department.
5. All APSS employees identified on the list of certified bilingual translators will receive a one hundred dollar (\$100.00) stipend each month.


6. An APSS employee who wishes to discontinue serving as a bilingual translator must provide written notice to the Human Resources Business Partner for the APSS bargaining unit. Following such written notice, the employee will be removed from the list of certified bilingual translators and will no longer receive the monthly stipend for serving as a bilingual translator.

7. The College may review an APSS employee's eligibility to provide bilingual translation services by requesting re-certification through a renewed language proficiency examination. A re-certification may be requested once every twelve (12) months, beginning no earlier than twelve (12) months after an employee's initial certification.

8. The contract amendment set forth in this MOU shall become effective on January 1, 2026.

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

  
Grand Rapids Community College

  
Alliance of Professional Support Staff

11/21/25  
Date

11/25/25  
Date