MEMORANDUM OF UNDERSTANDING

between the

GRAND RAPIDS COMMUNITY COLLEGE

and the

COLLEGE EMPLOYEES BENEFITS ASSOCIATION

October, 2013

Grand Rapids Community College and Grand Rapids Community College Employee Benefit Association (CEBA) mutually agree to the following calendar modifications for 2013-2014 and 2014-2015.

- During 2013-2014, Monday December 23, 2013 will be a “give back” non-work day. CEBA members will be required to submit their timesheets with one of the following paid time off options used on December 23: personal sick, vacation, personal business or comp time. Members may also elect to take the day off without pay.

- During 2014-2015, Friday January 2, 2015 will be a “give back” non-work day. CEBA members will be required to submit their timesheets with one of the following paid time off options used on January 2: personal sick, vacation, personal business or comp time. Members may also elect to take the day off without pay.

- GRCC will implement a Holiday Shutdown for the non-holiday days between Christmas and New Year’s (referred to as "Shutdown Days") for 2013/14 and 20014/15. Employees will receive regular pay for these days and are not required to use paid time off or report to work unless called in to work for an emergency. Emergency pay provisions of the contract apply for these days.

- December 23, 2013 and January 2, 2015 are employee “give back” non-work days in addition to the Shutdown Days.

- If GRCC is to open on December 23rd, 2013 and January 2nd 2015, CEBA agrees that there will be CEBA employees available to provided minimum essential services which will be mutually agreed upon between CEBA and the Executive Director of Facilities. Employees who work on these days will receive regular pay per the contract and will not have any paid time off deducted from their leave banks for these days.

Lorraine Fortuna
CEBA President
10-30-13

Kirk Iten
GRCC Chief Negotiator
10-30-13

Mary Jo Portch
CEBA Chief Negotiator
10-30-13