MEMORANDUM OF UNDERSTANDING
between the
GRAND RAPIDS COMMUNITY COLLEGE
and the
EDUCATIONAL SUPPORT PROFESSIONALS

December, 2012

Grand Rapids Community College and Educational Support Professionals (ESP) mutually agree to change the following language in the ESP collective bargaining agreement, effective immediately.

Article 13

Section 1 Vacant or New Positions

B. Qualifications for any position shall be determined by Human Resources according to special skills, knowledge, and demonstrated performance. Tools to evaluate special skills and knowledge shall include one or more of the following: similarity of position responsibilities to employee’s previous responsibilities, the ability to establish professional rapport with her/his current immediate supervisor, test scores, in-basket activities, and relevant certifications and degrees. Tools to evaluate demonstrated performance include a combination of the most recent evaluation, letters of reference, commendations, the employee’s self-assessment of strengths and growth opportunities, and any other information contained in the employee’s personnel file and that the employee wishes to have considered. If an employee applies for a posted position and is determined to be qualified, he/she shall be offered the position. If more than one internal applicant meets the qualifications, the most senior applicant who meets the qualifications shall be selected. Any ESP member, who has applied for a position and has not been selected, may request specific reason(s) within seven (7) working days of the decision. If the employee does not receive, or agree with this decision, refer to Article 7, Section 6.

& Section 14 Forced Transfer

B.2. Qualifications for any position for a forced transfer employee shall be determined by Human Resources according to special skills, knowledge, and demonstrated performance. Tools to evaluate special skills and knowledge shall include one or more of the following: similarity of position responsibilities to forced transfer employee’s previous responsibilities, the ability to establish professional rapport with her/his current immediate supervisor, test scores, in-basket activities, and relevant certifications and degrees. Tools to evaluate demonstrated performance include a combination of the most recent evaluation, letters of reference, commendations, the employee’s self-assessment of strengths and growth opportunities, and any other information contained in the employee’s personnel file and that the employee wishes to have considered.