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

July, 2013

Grand Rapids Community College and Educational Support Professionals (ESP) mutually agree to modify the ESP collective bargaining agreement as set forth below. The modification shall be effective immediately:

Article 14, Section 2, Step Movement Based on Performance shall be modified as follows: “Current language “shall be replaced with “Replace with” language. Language that is not in bold is current contract language that will not be modified.

Bargaining unit members who have not reached the top step of their salary schedules shall be eligible for advancement of one step on July 1, 2013 and again on July 1, 2014 under the following conditions:

- Implemented in third year of contract,

Current Language:
- No discipline (formal CAN in personnel file, not a documented verbal warning) within the preceding 12 months

Replace with:
- Employee is not on a PIP as of June 1
- Completed learning plan

Current Language:
- Meets expectations in all areas of evaluation

Replace with:
- Meets expectations when averaged overall in areas of evaluation
  - Supervisor must recommend step advancement based on assessment that employee meets and/or exceeds all expectations and has demonstrated commitment to continuous professional growth and improvement within the position.

Remove:
- Sub-committee comprised of members from both bargaining teams will jointly determine criteria that will be used to assess commitment to professional growth and improvement within position.

- Each supervisor will meet with their ESP no later then February 1 of each year of the contract to provide the employee with mid-year feedback on performance. This meeting will be documented and signed by both the employee and the supervisor.

Current Language:
• If a supervisor does not complete the mid-year performance review and/or the end of year evaluation, the employee shall automatically receive the step increase as long as the employee has had no discipline within the preceding 12 months, is not on a PIP as of June 30, and has completed his/her learning plan.

Replace with:

• If a supervisor does not complete the mid-year performance review and/or the end of year evaluation, the employee shall automatically receive the step increase as long as the employee is not on a PIP as of June 1, and has completed his/her learning plan.

Deb Stout
ESP President

Kathy Keating
GRCC Chief Negotiator

8-5-13
date

8-8-13
date
(New language as it will appear in ESP contract)

Bargaining unit members who have not reached the top step of their salary schedules shall be eligible for advancement of one step on July 1, 2013 and again on July 1, 2014 under the following conditions:

- Implemented in third year of contract,
- Employee is not on a PIP as of June 1
- Completed learning plan
- Meets expectations when averaged overall in areas of evaluation
- Supervisor must recommend step advancement based on assessment that employee meets and/or exceeds all expectations and has demonstrated commitment to continuous professional growth and improvement within the position.
- Each supervisor will meet with their ESP no later than February 1 of each year of the contract to provide the employee with mid-year feedback on performance. This meeting will be documented and signed by both the employee and the supervisor.
- If a supervisor does not complete the mid-year performance review and/or the end of year evaluation, the employee shall automatically receive the step increase as long as the employee is not on a PIP as of June 1, and has completed his/her learning plan.