Memorandum of Understanding  
between the  
Grand Rapids Community College  
and  
The Police Officers Labor Council  
Campus Police Unit of Grand Rapids Community College (POLC)  
November, 2013

Grand Rapids Community College and The Police Officers Labor Council Campus Police Unit of Grand Rapids Community College (POLC) mutually agree to the following calendar modifications for the fiscal years 2013-2014 and 2014-2015.

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

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

- POLC members may donate sick or vacation time to a member who does not have time left in their vacation, sick, personal business, or comp time banks to allow the member to get paid for the non-work day.

- GRCC will implement a Holiday Shutdown for the non-holiday days between Christmas and New Year’s (referred to as "Shutdown Days") for fiscal years 2013/14 and 2014/15. 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.

- The Shutdown days for fiscal year 2013/2014 are: Thursday, December 26, Friday, December 27, and Monday, December 30. Shutdown days for fiscal year 2014/2015 are: Friday, December 26, Monday, December 29, and Tuesday, December 30.

John Joyner  
GRCC POLC President  
11/5/13  
date

Celebrah Sanders  
GRCC Labor Relations  
11/15/2013  
date

POLC Representative  
11/5/13  
date
MEMORANDUM OF UNDERSTANDING
between
GRAND RAPIDS COMMUNITY COLLEGE
and the
GRAND RAPIDS COMMUNITY COLLEGE
EDUCATIONAL SUPPORT PROFESSIONALS
November, 2013

Grand Rapids Community College and Grand Rapids Community College Educational Support Professionals (ESP) mutually agree to the following calendar modifications for the fiscal years 2013-2014 and 2014-2015.

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

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

- ESP members may donate sick or vacation time to a member who does not have time left in their vacation, sick, personal business, or comp time banks to allow the member to get paid for the non-work day.

- GRCC will implement a Holiday Shutdown for the non-holiday days between Christmas and New Year’s (referred to as "Shutdown Days") for fiscal years 2013/14 and 2014/15. 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.

- The Shutdown days for fiscal year 2013/2014 are: Thursday, December 26, Friday, December 27, and Monday, December 30. Shutdown days for fiscal year 2014/2015 are: Friday, December 26, Monday, December 29, and Tuesday, December 30.

ESP President

[Signature]

[Date]

GRC Chief Negotiator

[Signature]

[Date]