

**Memorandum of Understanding**

**Between**

**Grand Rapids Community College**

**And the**

**Grand Rapids Community College**

**Alliance of Professional Support Staff (APSS)**

**September, 2024**

This Memorandum of Understanding ("MOU") is made by and between Grand Rapids Community College ("College") and the Grand Rapids Community College Alliance of Professional Support Staff ("APSS") (collectively, the "Parties").

This MOU is made by mutual agreement of the Parties for the purpose of revising language contained within the Parties' collective bargaining agreement ("contract") regarding APSS employees' performance evaluations. Specifically, the Parties intend, through this MOU, to ensure compatibility between contractual provisions regarding the performance evaluation process and electronic systems utilized for the purpose of administering performance evaluations.

The Parties hereby agree as follows:

1. The Parties' contract contains a Section regarding the performance evaluation process for APSS employees. (Art. 13 § 9). The contract states that "all employees who have successfully completed their probationary period, and who are not in a trial period because of transfer" shall engage in an "initial discussion on Sections 1, 2, and 3 of the APSS Performance Evaluation no later than September 30."<sup>1</sup> (Art. 13 § (9)(B), (9)(B)(1)).
2. The Parties have conferred and recognize that the College's recently implemented electronic system for administering employee performance evaluations may not align precisely with the current contract language.
3. In order to ensure cohesion and compatibility between their contract and the administration of performance evaluations for APSS employees, the Parties agree that Article 13, Section 9(B)(1) shall be replaced with the following language:

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<sup>1</sup> The Parties' contract initially provided a deadline of August 31 for the "initial discussion" referenced in Article 9, Section(B)(1). That date was amended to September 30 by way of an MOU executed by the Parties in September, 2023.

B. This section shall apply to all employees who have successfully completed their probationary period, and who are not in a trial period because of transfer.

1. Each APSS employee to whom this section applies will meet with their supervisor annually for an initial discussion to identify goals, professional development and other required components contained within the performance evaluation system. The initial meeting and identification of goals, professional development and other required evaluation components will occur no later than September 30.

4. This MOU shall remain in effect for the remainder of the Parties' current contract.

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

  
Grand Rapids Community College

9/20/2024  
Date

  
Alliance of Professional Support Staff

9/19/24  
Date