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**COUNTER-PROPOSAL
FROM ANTELOPE VALLEY COLLEGE FEDERATION OF CLASSIFIED
EMPLOYEES, LOCAL 4683 TO THE ANTELOPE VALLEY COMMUNITY COLLEGE
DISTRICT**

March 24, 2026

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This proposal from the Antelope Valley Federation of Classified Employees to the Antelope Valley Community College District is expressly made pursuant to the Educational Employment Relations Act and the Collective Bargaining Agreement between the parties. This proposal is intended to apply only to the article below. All other provisions of the Collective Bargaining Agreement shall be deemed to remain unchanged except as set forth below or as otherwise mutually agreed:

**ARTICLE XIII
CLASSIFICATION OF EMPLOYEES**

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13.0 The District and the Federation will regularly consult on the titles, duties, qualifications, transfers and reorganization of all bargaining unit classes. ~~Unless mutually agreed to by the parties, t~~The District ~~shall~~may make only “housekeeping” type changes in the existing bargaining unit composition such as title changes, or the dropping of titles if classes are abolished, and the Federation may demand to bargain such changes. ~~Unless mutually agreed to by the parties, t~~The District shall not make substantive changes in the existing bargaining unit composition, such as the ~~deletion~~transfer and removal of classifications positions—from the unit into confidential/management/ supervisory status designation, during the term of the contract, without providing the Federation notice and an opportunity to bargain. This shall not preclude the District or AVCFCE from pursuing unit modification with the Public Employment Relations Board.

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13.1 Working Outside of Classification

- 1) Classified employees shall not be required to perform duties that are not fixed and prescribed for the position by the governing board, unless the duties reasonably relate to those fixed for the position by the Board, for any period of time that exceeds five working days within a fifteen (15) calendar day period except as authorized herein. An employee may be required to perform duties inconsistent with those assigned to the position by the governing board for a period of more than five working days if the employee’s salary is adjusted upward for the entire period the employee is required to work out of classification and in amounts that will reasonably reflect the duties as required to be performed outside the employee’s normal assigned duties.
- 2) Only a supervisor or the administration may assign out of class work to a classified employee, the Office of People, Culture & Talent~~Human Resources~~ will have final approval. ~~If t~~the assignment is expected to exceeds 5 working days within a 15-calendar day period, the supervisor shall immediately notify the Office of People, Culture & Talent~~Human Resources~~ and the Federation in writing with the affected employee’s name, department, and projected length of time the employee will be working out of class. If the assignment is approved, the Office of People, Culture & Talent shall notify the Federation in writing.
- 3) The temporary salary adjustment shall be based upon the range assigned to the higher classification, if the duties are assigned to a specific classification. The unit member will be placed on a minimum of Step 1 of this range or the step that will provide a

54 minimum of a 5% increase over the unit member's regular salary, **or if the duties are not**
55 **assigned to a classification the unit member shall be provided a 5% increase over**
56 **their existing salary placement.** Compensation for **pre-approved** out of classification
57 work shall be paid no later than the following affected pay period; **compensation for**
58 **retroactively approved work shall be paid as soon as .-or-as-reasonably practicable**
59 **once the 5% has been earned.**

- 60
61 4) The Board may provide for an upward salary adjustment for any employee required to
62 work out of classification for any period of time less than that required herein.
63

64 **13.2 Classification/Reclassification Definitions**

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66 13.2.1 **Classification-** Means that each position in the classified service shall have a
67 designated title, a regular minimum number of assigned hours per day, days per week, and
68 the months per year, a specific statement of the duties required to be performed by the
69 employees in each such position, and the regular monthly salary range for each such position.
70 (California Education Code, Section 88001).
71

72 13.2.2 **Reclassification-** Means the upgrading of a position to a higher Classification as a
73 result of the gradual increase of the duties being performed by the incumbent in that
74 position. (California Education Code, Section 88001).
75

76 **13.3 Classification/Reclassification Purpose**

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78 1) The District and the Federation believe it is important to maintain a fair equitable
79 Classification system. Because duties and responsibilities change over time, the parties
80 have agreed to the following system to upgrade and recognize changes that take place.
81 When the District creates a new position or proposes to change the content of a vacant job
82 description (as a result of the procedures outlined below or as a result of annual
83 Reclassification updates), the proposed revised job description shall be sent to the
84 Federation prior to being sent to the Board of Trustees, within fifteen (15) calendar days
85 or less by mutual agreement for the Federation to review and approve of the proposal and
86 meet and confer, if the Federation chooses.
87
88 2) Decisions regarding classification/reclassification shall be based on substantial and
89 permanent changes in the level of duties and responsibilities of the position assigned by
90 the District.
91
92 3) The Classification and Reclassification of positions are processes that are implemented to
93 ensure that positions with similar level of duty and responsibility are accorded similar
94 levels of compensation, thus ensuring equity amongst staff. **It entails an understanding**
95 **of the relationship of a specific job to other jobs in the District and to the District's**
96 **overall goal, as well as to other agreed upon Districts with similar criteria.** *Any*
97 *modifications are subject to review and shall be mutually agreed upon by the Federation*
98 *and the District.*
99
100 4) **The evaluation of classifications to determine whether a-the same substantial and**
101 **permanent change has occurred for an entire group of positions within a**
102 **classification is a Group Reclassification Range Reallocation, which may be**
103 **submitted to the committees for decision. Justification criteria: the sudden or**
104 **gradual increase of duties, knowledge, skills, or responsibilities, being performed by**
105 **all incumbents in all positions within a classification shall be sufficient justification**
106 **for Group Reclassification Range Reallocation.**

107
108 **13.4 Request for Reclassification**
109

110 A request for Reclassification may be initiated by management or by the employee. The
111 employee must **have attained permanent status in their classification be a permanent**
112 **classified employee** and must have been performing the new duties, which are the basis
113 for the reclassification request, for at least six (6) months before the request. To make a
114 request for reclassification, management or the employee shall submit a request for
115 reclassification by **the fourth week of January January 1st to Office of People, Culture**
116 **& Talent Human Resources. The Office of People, Culture & Talent Human Resources**
117 will date-stamp the request and forward the request to the **Federation President and the**
118 employee's supervisor and/or manager, **inviting the supervisor to agree or disagree with**
119 **the content of the reclassification application by a specified date by the second week**
120 **of February.**

- 121
122 1) A copy of the employee's current job description
123
124 2) Any additional supporting documentation
125

126 **Completed reclassification materials will be assembled by the Office of People,**
127 **Culture & Talent, and will be forwarded to the Federation President by March 1.**
128

129 An employee who has applied for reclassification may not apply for another
130 reclassification for at least 1 year from the date of the last request.
131

132 An employee who has been denied a reclassification may not reapply for at least one year
133 unless the employee's work duties have **changed substantively increased since the last**
134 **reclassification request** and are inconsistent with the job description for the employee's
135 classification.
136

137 **The reclassification request form/application will be available from Office of People,**
138 **Culture & Talent, and/or the Federation.**
139

140
141 **13.5 Federation Classification/Reclassification Review Committee Bifurcated Reclassification**
142 **Review Procedures**
143

- 144 **1) To ensure equity and consistency in the reclassification process, the initial review of**
145 **reclassification requests shall be delegated to two (2) independent committees, one**
146 **empaneled by the Federation and one empaneled by the District. The committees shall**
147 **conduct their own independent review of the reclassification request(s). As part of these**
148 **reviews, the committees may request additional information from the applicant or**
149 **applicant's supervisor as needed. Any requests from the District to the applicant or requests**
150 **from the Federation to the supervisor shall copy the other members of the other committee.**
151 **Written responses to information requests shall be provided concurrently to both**
152 **committees. When an interview with the applicant or applicant's supervisor is necessary to**
153 **obtain additional information, PCT shall coordinate scheduling with representatives from**
154 **each committee to ensure that no more than one (1) interview is necessary, from which both**
155 **committees receive the same information from the applicant and/or supervisor.**
156
157 **2) On or before April 1, March 1st, after completing review of the reclassification requests, the**
158 **committees shall exchange ratings, recommendations and other relevant information, and**
159 **shall review the recommendations advanced by their counterparts.**

- 160
161 3) If one or both committees recommends against the reclassification or recommends in favor
162 of a different reclassification than requested by the applicant, the committees shall notify
163 the applicant, provide the explanation for the negative recommendation, and provide the
164 applicant with an opportunity to respond in writing with additional information or
165 documentation by April 7. The committees shall then review the written response, and
166 either or both committees may modify their recommendation.
167
168 4) When the recommendations of the District and Federation committees are in agreement,
169 the mutual recommendations shall be forwarded to the Superintendent/President on or
170 before May 1, with the intent of producing a written determination to the employee on or
171 before May 15 April 15.
172
173 5) When the recommendations of the District and Federation committees are not in
174 agreement, two (2) representatives from each committee shall meet remotely or in person
175 to discuss the differences in recommendations and attempt to reconcile the committee
176 recommendations. Any unanimous recommendations arising from this meeting shall be
177 forwarded to the Superintendent/President on or before May 1, with the intent of producing
178 a written determination to the employee on or before May 15 April 15.
179
180 6) If the Superintendent/President denies a reclassification request or makes a negative
181 determination, or if the recommendations of the committees cannot be reconciled, the
182 reclassification requests shall be forwarded to the Federation and District for negotiations.
183

184 The Classification/Reclassification Review Committee is responsible for the initial
185 recommendations for the classification/reclassification of positions within the bargaining unit to
186 ensure greater equity and consistency. The Committee shall use the Kuhn and Associates Grid, or
187 a similar grid, to score candidates, with the District providing access to these materials for the
188 Committee. The District will also provide input to the committee throughout the process. The
189 committee and the President must support the recommendations. Members of the
190 Classification/Reclassification Committee shall include:

- 191
192 a) Vice President of Human Resources or designee (ex-officio).
193
194 b) 4 classified representatives (appointees of the Federation/ voting).
195
196 c) 1 representative from the Classified Confidential/Management/Supervisory
197 unit (ex-officio).
198
199 d) 1 alternate classified representative (non-voting).
200
201 2) The Federation will appoint a classified representative to Chair the Committee.
202 The committee will be co-chaired by 1 classified member and the Vice
203 President of Human Resources or designee, the classified chair will rotate every
204 two years.
205
206 3) The members of this committee will be appointed for staggered three (3) year terms.
207
208 4) The incumbent members of the Classification/Reclassification Committee shall
209 provide training to all newly appointed members of the committee.
210

211 **13.6 Process Qualified Employees-** Whenever permanent and substantial changes have occurred
212 since a position was last classified, a review of the position is appropriate. While there are many

desirable qualities for employees to have that should be recognized, reclassification is based upon the duties assigned to a position, not the qualifications of the incumbent. Put simply, the position is classified, not the person holding such position. Justification criteria: the sudden or gradual increase of duties, knowledge, skills, or responsibilities, being performed by the incumbent in that position is justification for Reclassification. Significant and on-going changes in the nature, variety and complexity of duties, supervision received, or supervision exercised may indicate the need for a Reclassification review.

13.7 Non-qualifying classification/reclassification criteria

The most common misconception about Reclassification revolves around the person- position distinction. Examples of person-related factors that are not taken into consideration when classifying a position include:

Longevity- The fact that an employee has reached the top step in the pay scale is not a factor in Reclassification.

Future Projects- Reclassification of duties being performed is appropriate, not of those that might be added to a job down the line. As such , Reclassification requests must be delayed until new projects or assignments have officially begun.

Financial Need- The Reclassification process cannot take personal financial conditions into consideration.

Workload- Employee feeling overwhelmed by their workload is no justification for reclassification.

Retention- The possibility of losing an employee cannot be considered in Reclassification decisions.

Performance/Dedication- Commitment and enthusiasm should be recognized, however it is not justification for Reclassification.

Personality- The District and Federation encourage employees to be pleasant, patient, and helpful, however, these qualities cannot be recognized **by** the Reclassification process.

Promotion- Over time, employees might grow and gain new skills within their current position and be ready to take a step to a new level of responsibility, but their job does not warrant a Reclassification.

Education- Achieving a higher level of education and/or training during tenure in a classification does not warrant a Reclassification.

13.8 Application

- 1) ~~**The job classification/reclassification application will be available from Human Resources and/or the Federation.**~~
- 2) ~~**For the annual reclassification review, the employee will submit the application to the Human Resources Offices and their immediate supervisor electronically or hard copy by the deadline, please make sure to keep a copy for your records.**~~
- 3) ~~**The supervisor will make comments and review with the employee before submitting the application to the Office of Human Resources and the union president**~~

266 electronically or hard copy by the established deadline. However, the employee has
267 the right to submit an application for Reclassification whether it is supported by the
268 supervisor or not. A supervisor cannot change or require the employee to change the
269 employee's responses on the application. The employee and management must adhere
270 to strict processing timelines for requests as defined during the study. The supervisor
271 will make a copy of the request for the employee.

- 272
273 4) Upon receipt of the application, Human Resources will formally acknowledge by
274 returning an acknowledgement email.

275 276 13.9 District Review of Applications

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278 Upon receipt of the Classification/Reclassification application, the committee shall
279 complete a review of the application and submit a recommendation, the application, along
280 with all supporting documentation including the scoring grid, to the Vice President of
281 Human Resources or designee and College President render a decision in writing to the
282 employee. Such a review shall take place through written correspondence among Committee
283 members or through meetings of the Committee.

284 285 13.10 Decision

286
287 The Vice President of Human Resources or designee will consult with the College President
288 and issue a Classification/Reclassification decision in writing to the employee by April 15,
289 with a cc: to the Federation. If the Federation disagrees with the denial of any
290 Classification/Reclassification decision by the District, it may request negotiations over the
291 denial, which shall commence within 14 days of the request. Any such request to negotiate by
292 the Federation must be made within 60 days of the District's written communication to the
293 Federation of its decision to deny a reclassification.

294 295 13.11 Appeal

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297 An employee dissatisfied with the outcome of a Classification/Reclassification decision,
298 the employee may appeal one time. The process for an appeal is as follows:

- 299
300 1) An employee may appeal in writing the reclassification decision to the Vice President of
301 Human Resources or designee in writing by the mutually agreed timeline.
302
303 2) The committee may meet with the employee to review information that the employee
304 provided on the application. The supervisor and/or manager may be asked to attend and address
305 the committee.
306 3) The committee will render a recommendation and communicate that recommendation in
307 writing to the President. The President will render the final decision subject to ratification of the
308 Board of Trustees. The Vice President of Human Resources or designee will then send
309 notification to the employee and supervisor. If the appeal is denied, justification will be given in
310 writing.
311 4) The Federation President, employee and supervisor will be notified in writing of the
312 decision of the Appeal.
313 5) There will be no further appeals.

314 315 13.12 Process for Employees on Approved Leave

- 316
317 1) Employees on approved medical leave missing the original application or appeal deadline
318 shall, by mutual agreement between the District and Federation be granted an extension

of deadline(s).

- 2) All employees granted exceptions must submit an application no later than April 1.

13.13 Implementation of Approved Reclassification

- 1) ~~Any~~ The reclassification application submitted ~~January 1~~ by the fourth week of ~~January~~ and approved at the subsequent June Board of Trustees board meeting shall be effective July 1, ~~except in those cases where the Federation demands negotiations occur over a Classification/Reclassification application denial. In the event of fiscal hardship to the District the terms for financial implementation will be negotiated. The parties agree to meet and negotiate the unintended consequence of any approved reclassification, for example if a restricted funding source is entirely pre allocated, at the earliest possible time. If the Board rejects any Classifications/Reclassifications, the position shall be referred to negotiations between the Federation and District, to commence within 14 days of the Board rejection of the proposed classification.~~
- 2) Where a position is reclassified to a higher class, other unit member(s) in the same Classification ~~shall may will~~ also be reclassified, ~~unless not if unless not when all members of the class qualify for Group Reclassification Range Reallocation, e.g. have experienced the sudden or gradual increase of duties, knowledge, skills, or responsibilities, being performed by the incumbent(s) in the position(s) within that Classification. This provision shall only apply prospectively, and not apply to any applications pending at the time of ratification. This provision applies only starting with applicants in the 2026-2027 academic year onward.~~
- 3) ~~Implementation will be negotiated each year following receipt of the committee's recommendations. If the Board rejects any recommended Classifications/Reclassifications, the position shall be referred to negotiations between the Federation and District.~~

13.14 Annual Reclassification Process Timeline

The Annual Reclassification Process Timeline ~~will be published annually during the first week of by the middle of December 1st. Please find the general Annual Reclassification Process Timeline is set forth~~ below.

~~Fall Semester~~
~~Mid-December (Year Around)~~
~~Mid-December First~~
~~Week of December~~

Classified Reclassification Request applications available ~~from~~ **PCT**.
PCT shall send an announcement to employees in the unit, including this timeline, to initiate the process and invite applications.

Fourth Week of January

The employee will submit the Classification/Reclassification applications to ~~Human Resources~~ **PCT** and the supervisor electronically or hard copy.

Note: Employees make a copy for your records.

~~First~~ **Second** Week of February

Supervisor will make comments on the application and Review with employee before submitting to ~~Human Resources~~ **PCT** and the Union President electronically or hard copy.
Note: The employee will also receive a copy with the supervisor's comments.

March 1 Third Week of February	Reclassification applications forwarded to Committees.
March-April	Reviews continue, <u>applicants provided notice of any denials or other negative committee recommendations, and committee representatives meet to discuss any potential disagreement.</u>
On or before May 1 First Week of April	Recommendation forwarded to College President <u>and/or routed to negotiations between the Federation and District.</u>
On or before May 15 Third Week of April	Vice President of Human Resources <u>The College President</u> issues Reclassification Decisions to the employee, <u>based on the consensus of the Committees, pending Board ratification and the Federation.</u>
First Week of May	<u>Appeals due to Human Resources and the appeal process begins.</u>
June Board Meeting	<u>Reclassification results sent to the Board of Trustees</u>
July 1	The Reclassification is implemented <u>or negotiations commence.</u>

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ANTELOPE VALLEY COLLEGE FEDERATION
OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT

