

1 PROPOSAL

2 FROM THE ANTELOPE VALLEY FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683 TO
3 THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

4 June 24, 2026

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

11
12 ARTICLE XVI
13 EVALUATION

14 16.0 Evaluation of Unit Members

- 15 1) The purpose of the program of evaluation is to rate and attempt to improve the competence
16 of the staff (individual unit members). The program of evaluation shall apply to all unit
17 members.
- 18 2) Evaluations shall be performed by the supervisor designated by the District **in the unit**
19 **member's job description**, and shall only focus on the unit member's job performance.
20 ~~For purposes of evaluation, the "supervisor" designation shall be confirmed by PCT~~
21 ~~prior to the evaluation process.~~
- 22 3) Permanent unit members are evaluated on an annual basis, which appraisals are to be
23 completed between ~~April 1~~ **March 1** and May 31 of each year. Final markings and
24 comments on the appraisal should be in ink or **type written typewritten electronically**
25 **recorded**. Additional pages may be used if more space is needed for narrative comments.
26 The evaluation is to be **completed by the immediate immediate supervisor designated**
27 **in Article 16.0.2 (or designee) and given issued** to the employee ~~on or before May 31,~~
28 and discussed in a private interview with the employee ~~on or before May 31,~~ **unless**
29 **extended due to an unavoidable absence experienced by either the supervisor or**
30 **evaluatee. An extension shall enable the evaluation and private interview to be**
31 **completed, but shall not exceed the number of days of absence occurring before**
32 **the stated deadline, after providing the employee a reasonable opportunity to review**
33 **and seek advice from the Federation. If there is no immediate supervisor available**
34 **to conduct the evaluation, it will be done during the next possible evaluation cycle.**
35 **as soon thereafter as circumstances allow.** Any changes in the evaluation which may
36 be made during the interview ~~should~~ **may** be initialed by the employee **to acknowledge**
37 **receipt of the changes on a copy of the revised evaluation.** All attachments
38 ~~must~~ **should may** be signed **and dated** by the employee and supervisor **to acknowledge**
39 **inclusion of the attachments, but may be signed by the supervisor only if the**
40 **employee refuses to sign. Within three (3) days of the interview, the District shall**
41 **provide the unit member with a copy of their final evaluation.**
- 42
43 4) Employees are to be evaluated ~~in conjunction with~~ **based on their job description's**
44 **(except for any duties designated as "other duties as assigned" or duties described**
45 **using any similar language), including but not limited to the "essential functions" or**
46 **"essential duties" Essential Functions of their respective job description, typically**
47 **indicated by an "(E)" after the listed duty on the job description. Always Employees**
48 **are encouraged to read their Essential Functions of the employee's job description**
49 **prior to beginning this process. An employee's job description will be made**

50 available to them online, upon request from their supervisor, or upon request to the
 51 Office of People, Culture, and Talent.

52 **16.1 Derogatory Information**

53 Information or material of a derogatory or critical nature which has been received from others may
 54 not be used or referenced in the evaluation unless (1) the employee has been provided an
 55 opportunity to respond and (2) the specific information or materials have used unless the
 56 specific issues specifically referenced in the evaluation unless the information has been
 57 verified through a fair and impartial review by to the satisfaction of by the supervisor, in
 58 consultation with the Vice President of **People, Culture, and Talent, Human Resources**, and
 59 relates directly to the unit member's employment.

60 **16.2 Signature and Response to Evaluation**

61 The unit member's signature on the performance appraisal indicates only that the unit member has
 62 seen the report. The unit member may, within ~~ten~~ **twenty fifteen (4015) workingcalendar** days,
 63 respond in writing to an evaluation with which the unit member is not in agreement. This response
 64 shall be attached to the evaluation in question.

65 **16.3 Probationary Unit Members**

66 Probationary unit members are designated as permanent employees after serving a prescribed
 67 period of probation that shall not exceed six months or 130 days of paid service, whichever is longer.
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69 Probationary unit members shall be evaluated by their immediate supervisor on the following
 70 timeline:

- 71 1) First probationary evaluation at the end of the 2nd month;
- 72 2) Final probationary evaluation shall occur prior to the end of the 6th month; and
- 73 3) If needed, a supervisor may evaluate a probationary employee prior to the end of the 5th
 74 month.

75 All probationary and promoted employees, within the first five (5) workdays shall be provided with
 76 the following:

- 77 a. The name of the evaluating supervisor
- 78 b. The organizational chart
- 79 c. A copy of the assigned job description
- 80 d. Performance expectations per the evaluation categories listed in
 81 16.4.1.
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83 The above schedule does not prevent dismissal of such unit member at any time.
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85 A permanent employee who accepts a promotion is subject to a new probationary period in the new
 86 classification. If the permanent employee who accepted the promotion fails to complete the
 87 probationary period for that promotional classification, the unit member shall be employed in the
 88 classification from which the employee was promoted.

89 **16.4 Evaluation Categories**

- 90 1) Evaluation of the competence of unit members under this program shall include, but
 91 shall not be limited to, consideration of *knowledge of work, quality of work productivity,*
 92 *dependability, communication skills, initiative, interpersonal relations, professionalism and*

safety practices. ~~In particular, the areas of communication skills, interpersonal relations, and professionalism shall reflect a unit members ability to serve and meet the needs of a diverse campus population in an equitable and inclusive manner.~~

2) ~~Evaluation of the competence of unit members under this program shall include consideration of their ability to serve and meet the needs of a diverse campus population in an equitable and inclusive manner, however this component of the evaluation shall not be rated, used to justify any Development Plan, or influence or be used to support any final evaluation determination, however this component of the evaluation shall not be used to support a less than Standard evaluation.~~

3) Each rating other than *Standard* (below or above) requires an explanation in the *Comments* box beside the category. Each rating below *Standard* must be *based on issues discussed with the employee prior to the evaluation*, supported by a statement of facts in the *Comments* box, and accompanied by a separate *Development Plan*. The Supervisor should include information on staff member’s overall performance highlighting (1) areas of strengths; (2) areas for further development; (3) areas for improvements; and (4) areas where unique or extraordinary factors contribute to the evaluation.

4) Subsequently, one or more conferences shall be held with the unit member to assist the unit member in correcting deficiencies previously noted. A record of such conferences shall be prepared by the evaluator for the personnel file on the unit member and a copy submitted to the unit member. A finding of full remediation concludes the conference process; however, a finding of remaining deficiencies may constitute the basis for discipline.

~~5) The District and Federation agree that this article may be reopened during annual negotiations without either party using one of its designated re-openers.~~

ANTELOPE VALLEY COLLEGE FEDERATION
OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT

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