

PROPOSAL FROM
THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the ANTELOPE VALLEY
COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683
July 20, 2026

This proposal from the Antelope Valley Community College District to the Antelope Valley Federation of Classified Employees 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 V
FEDERATION RIGHTS

5.0 Facilities – The Federation and its members have the right to use district (college) facilities and equipment, including meeting rooms, conference rooms, audio-visual and presentation equipment, telephones, copying and printing equipment, and electronic resources, at reasonable times when not otherwise in use for the purpose of meetings concerned with the exercise of rights incorporated in the Agreement.

5.1 Communication and Notice of Activities – The Federation shall have the right to post notices of activities and matters of concern on designated physical and electronic bulletin boards **at all District work sites**. The Federation may utilize employees' campus mailboxes and campus email for communication with its members and other employees. The Federation shall have access to the District's "all-classified" listserv and to any other District-maintained electronic distribution list used to communicate with bargaining unit members. The Federation may use District-provided electronic communication systems, including listservs, intranet announcements, and District email distribution lists, to communicate with bargaining unit members regarding matters within the scope of representation, member benefits, Federation meetings and elections, training opportunities, and other Federation business. The District shall not delay Federation communications on these systems based on content, nor monitor, surveil, screen, filter or restrict the communications.

5.2 Federation Business – The authorized representative(s) of the Federation, including non-employee Federation staff and representatives of CFT and AFT, shall be permitted to transact official Federation business on college property at reasonable times not interfering with the educational process or District duties of the employees.

5.3 Public Information– The District agrees to furnish, upon request of the Federation, all public information required by the Federation that is reasonably necessary for the Federation to fulfill its role as the exclusive bargaining representative. Such requests for public information shall be directed to the District's designated representative.

5.4 Membership Information

5.4.1 Periodic Unit Membership List

The District shall provide the AVCFCE with contact information for unit members as a list of the following information, with each field in its own column, for all bargaining unit members within five (5) calendar days of the last payroll date of January, April, July, October September, January, and May as follows:

- a. First name (and preferred name);
- b. Middle initial;
- c. Last name;
- d. Suffix (e.g., Jr., III);
- e. Job Title;
- f. Department;
- g. Primary worksite name;
- h. Work telephone number;
- i. Home street addresses (incl. apartment #);
- j. Mailing address (if different);
- k. City;
- l. State;
- m. ZIP Code (5 or 9 digits);
- n. Home telephone number (10 digits) (if available);
- o. Personal cellular telephone number (10 digits) (if available);
- p. Personal email address of the employee (if available);
- q. Work email address;
- r. Employee identification number;
- s. Date of hire.

This roster of information shall be provided in a mutually agreeable, machine-readable electronic format. The names and mailing addresses of all unit members who do not otherwise request that such information remain privileged and confidential, shall be provided to the Federation semi-annually upon written request. Such list shall include classification and site location.

5.4.24 New Hire Information:

The District shall provide a list of the names and information described above in section 5.4.1 for all newly hired employees within the bargaining unit within thirty (30) days of the date of hire or by the first pay period of the month following hire.

~~Bargaining Unit Roster — In addition to the new hire information provided under Section 5.13.1, the District shall provide the Federation, no less frequently than every one hundred twenty (120) calendar days, with a current roster of all bargaining unit members containing each member's full legal name and any preferred name, job title and classification, department or division, work location, work telephone number(s), home telephone number, personal cellular telephone number(s), work email address, personal email address(es) on file with the District, home address, and employee identification number, consistent with Government Code section 3558. This roster shall be provided in a mutually agreeable, machine-readable electronic format. The parties may agree in writing to a more frequent or more detailed roster.~~

~~**Additions to Membership List** – The District shall provide this information regardless of whether the newly hired employee was previously employed by the District. As new unit members are employed, separated, transferred, or have name or address changes, the names, mailing addresses, personal or work emails, classifications, and site locations shall be provided to the Federation simultaneously at the time that the Federation’s membership disbursement check is issued.~~

~~5.4.3 **Notwithstanding the above, pursuant to Government Code 6254.3 (c) upon written request of any employee, the District shall not disclose the employee’s home address, home telephone number, personal cellular telephone number or personal email address.**~~

5.4.43 **Seniority List**– The Federation shall be supplied with a seniority roster of all employees within three (3) months of the effective date of this Agreement and once a year thereafter, unless updated earlier. The roster shall indicate the employee's present classification.

5.5 **Board Meetings**– The Federation shall be entitled to representatives at all public Board meetings and shall be allowed to speak on any item on any agenda in accordance with existing Board Rules.

5.5.1 **Board Agenda** – The District shall provide the Federation with a complete hard copy of the Board agenda ~~packet and attachments booklet~~, less the confidential items and those materials that relate to negotiations, at the same time the agenda packet and attachments are provided to members of the Board. The determination of confidential items and materials that relate to negotiations will be left to the judgment and discretion of the District.

5.5.2 **Adopted Budget** – The ~~local chapter Federation~~ will receive one electronic copy of the adopted budget, after its approval by the Board.

5.6 **Copies of Contract** – Within thirty (30) days of the execution of this contract, the District shall post the agreed upon collective bargaining agreement on the District’s website in a searchable and accessible electronic format, and shall provide the Federation with an editable Word-compatible electronic copy and a PDF copy. Bargaining unit employees may request a copy of the agreement and it will be produced in its requested format. Any unit member who becomes a member in the bargaining unit after execution of the Agreement shall be provided with a copy of this Agreement by the District at the time of employment. The District shall provide the Federation with ~~fifty (50) twenty (20) one hundred (100)~~ printed copies for its use. The Federation shall be provided with additional copies upon request for training, orientations, etc.

5.7 **Mailbox** – The Federation shall be provided with one (1) ~~physical~~ mailbox for Federation business in the main campus mailroom. The District shall also provide and maintain a dedicated Federation email address and District email distribution list for use by the Federation President and authorized designees.

5.8 **Release Time/Meetings**– ~~The Federation President and designated representatives shall collectively be granted 500 hours of released time annually~~

~~in addition to release time for participatory governance activities. The Federation's President shall provide the District with its Executive Board and negotiating team members' names annually or upon change of leadership roles. Such representatives shall receive the release time without loss of compensation. These hours may be used for the purpose of on-campus representation activities as well as local, state, and national Federation conventions, conferences, and workshops. Such activities shall not interfere with the educational process and/or District duties of the employee. Such time shall not be cumulative over successive years. The Federation representative shall notify and receive confirmation from their respective supervisor and Federation President of union activity(ies) and release time shall be tracked/reported on the representative's electronic timesheet.~~

5.8.1 President's Release. The Federation President shall receive one hundred percent (100%) paid release from regular duties, totaling one full-time equivalent (1.0 FTE) annually, without loss of compensation, benefits, seniority, leave accrual, retirement service credit, or any other condition of employment. The District shall backfill the President's regular position for the duration of the release at no cost to the Federation.

5.8.2 Designated Representative Pool. In addition to the President's release time, the Federation's designated representatives shall collectively receive one thousand (1,000) hours of paid release time annually for participatory governance and committees, the conduct of Federation business, including grievance investigation, contract administration, member representation and investigations, Executive Board duties, negotiations preparation and bargaining, internal Federation meetings and elections, and participation in local, state, and national Federation conventions, conferences, workshops, and trainings. The Federation President shall provide the District with the names of the Executive Board, negotiating team, and other designated representatives annually and upon any change of leadership roles. Unused hours shall not be cumulative over successive fiscal years.

5.8.3 Notice and Tracking. The Federation representative shall notify their supervisor and the Federation President in advance of release time use-~~whenever practicable~~. Release time shall be tracked and reported on the representative's electronic timesheet. ~~Failure to provide advance notice shall not result in loss of release time or discipline, provided the representative gives reasonable after-the-fact notice.~~

5.9 Meetings

5.9.1 Quarterly Unit Meetings– The Federation shall have the right to conduct quarterly meetings for bargaining unit members during regular working hours.

~~**5.9.2 Orientation Meetings**– The District and the Federation shall jointly conduct two orientation meetings annually for bargaining unit members. The meetings will be held at the beginning of the fall and spring semesters during regular work hours.~~

5.9.3—Monthly Meetings— Monthly meetings, as needed, shall be scheduled between the Federation president or designee, and the Vice President of **Human Resources—People, Culture and Talent** or designee, for the purpose of discussing campus problems and heading off any potential grievances.

5.10 Negotiations— The District shall not conduct any negotiations with any organization that claims to represent the employee-employer relations interest of unit members other than the Antelope Valley College Federation of Classified Employees, local Chapter 4683, and the exclusive representative of the unit.

5.11 Vacancies and Additions to Bargaining Unit

- 1) The District shall provide the Federation with a copy of the monthly Personnel Schedules from Board minutes.
- 2) The District shall provide the Federation with a copy of classified job announcements before the position is opened to the public.

5.12 Dues, Fees and Payroll Deductions— The District shall deduct from the pay of Federation members and pay to the Federation the normal and regular monthly Federation membership dues **for unit members as identified by the Federation in writing to the District. voluntarily authorized in writing by the employee on the Federation form subject to the following conditions:**

- 1) Such deductions shall be made only upon submission of **the name of the unit member and the amount or percentage of salary to be deducted by the Federation—form to the District payroll department, duly completed and executed by the unit member.**
- 2) *The normal and regular monthly Federation membership dues shall be updated by the District July 1 of each year to include all salary adjustments.* The District shall not be obligated to implement any new Federation monthly dues deductions until the pay period commencing not less than thirty (30) calendar days after such submission.
- 3) The District shall, on a monthly basis, draw its order upon the funds of the District in favor of the Federation for an amount equal to the total of the dues deduction made during the month **and shall as furnished by the Federation a list of all employees affected, together with the amount deducted for each. A unit member may terminate Federation membership or voluntary dues deduction authorization at any time. Said deduction The** cancellation of **dues for a unit member** shall be effective on the pay period commencing thirty (30) workdays after written **submission notice by the Federation.**
- 4) *If the District is contacted by an employee who indicates a desire to terminate their membership in AVCFCE, the District shall refer the employee to AVCFCE.*
- 5) *Upon appropriate written authorization from the unit member, the District shall deduct from the salary of any unit member and make appropriate remittance for credit union, savings, bonds, charitable donations, or any other plans or programs approved by the District.*

6) _____ The Federation agrees to indemnify and hold harmless the District, its officers, employees and agents against any and all costs, losses, or damages because of civil or other action arising from the administration and implementation of these provisions. Any clerical errors will be corrected by the party making the error, with the provision that if any such dues are deducted from the pay of any unit member and remitted to the Federation and the unit member does not owe same, the Federation shall refund the same to the unit member and the District shall not be liable for any refund. The Federation agrees to furnish any information needed by the District to fulfill these provisions.

5.13 New Hires and Orientation

5.13.1 Annual Orientation Meetings

The District and the Federation shall jointly conduct two orientation meetings each year for bargaining unit members. The meetings will be held at the beginning of the fall and spring semesters during regular work hours.
Employee Information

Within thirty (30) calendar days of the date of hire, or by the first pay period of the month following hire, whichever is sooner, the District shall provide the AVCFCE President, via a mutually agreeable secure electronic method, the following information for each newly hired bargaining unit employee, consistent with Government Code section 3558: full legal name and any preferred name on file; date of hire; job title and classification; department or division; work location; work telephone number(s); home telephone number; personal cellular telephone number(s); work email address; personal email address(es) on file with the District; home address; and employee identification number. The District shall provide this information regardless of whether the newly hired employee was previously employed by the District. The District shall also provide the AVCFCE President with prompt written notice of any separation, transfer, or change in name, classification, or work location of a bargaining unit member, or placement on paid administrative leave. The District shall provide the AVCFCE President notice of any newly hired employee(s) within ten (10) days of hire, via electronic mail. The notice shall include full legal name, date of hire, job classification, and work location. As a supplement, on the last workday of each quarter, the District shall provide the AVCFCE President via a mutually agreeable electronic service, the name, job title, department/division, work location, personal telephone numbers, personal work e-mail addresses, and employee identification number of unit members if the information is on file and the employee hasn't objected in writing. The home address, home telephone number, personal cellular telephone numbers, personal email addresses, and dates of birth dates of bargaining unit members shall not be deemed public records, nor open to public inspection except as specified under Government Code section 7928.300

5.13.2 AVCFCE Access to New Employee Orientations

The District will schedule a quarterly orientation session for all

employees hired in that quarter. The District shall provide the AVCFCE President notice within ten (10) days of the quarterly orientation to allow AVCFCE access to the orientation. The session will be scheduled for up to thirty (30) minutes, collaboratively planned by the Office of Human Resources and AVCFCE. One AVCFCE representative will receive release time not counted against existing release time in the collective bargaining agreement. Additional release time would be available for other representatives from those days allocated for release time in Article 5.9. The AVCFCE Labor Relations Representative may also attend the session.

(a) Access to New Employee Orientations. The District shall provide AVCFCE with mandatory access to every new employee orientation for bargaining unit employees, consistent with Government Code section 3556. The District shall provide the AVCFCE President not less than ten (10) calendar days' written notice in advance of each orientation, including the date, time, location, format (in-person, online, or other medium), and a single roster of expected attendees. A shorter notice may be provided only in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. If the District does not conduct an orientation for a newly hired bargaining unit employee, AVCFCE's right of alternative access under subsection (f) shall apply.

(b) AVCFCE Presentation. AVCFCE shall be allotted no less than ~~thirty (30)~~ *forty-five (45)* minutes during each new employee orientation. *AVCFCE shall present before any other employee organization or non-District presenter. AVCFCE shall be entitled to meet with the newly hired employees outside the presence of management, supervisory, or confidential personnel.* AVCFCE shall determine the structure and content of its presentation and may distribute materials of its choosing.

(c) ~~Roster Before Orientation. Not later than five (5) calendar days before each orientation, the District shall provide AVCFCE with a complete roster of expected attendees containing each attendee's name, classification, work location, and the information described in Section 5.13.1.~~

(d) Confidentiality of Orientation Details. The date, time, and place of each new employee orientation shall not be disclosed to anyone other than the employees, AVCFCE, or a vendor that is contracted to provide a service for purposes of the orientation, consistent with Government Code section 3556.

(e) Alternative Access. If the District has not conducted an in-person new employee orientation within thirty (30) days of an employee's start date and the employee is working in person, AVCFCE shall be entitled to schedule an in-person meeting at the worksite during paid working hours for up to ~~thirty (30)~~ *forty-five (45)* minutes, during which AVCFCE shall communicate directly

with the newly hired employee(s), who shall be relieved of other duties for the purpose of attending. The District shall provide an appropriate on-site meeting space within seven (7) calendar days of receiving a request from AVCFCE.

(f) Asynchronous and Electronic Onboarding. If the District provides any online, asynchronous, or other electronic onboarding materials to newly hired employees, AVCFCE shall be entitled to include its own materials in the same channels and shall be provided the opportunity to update those materials at least annually.

(g) Follow-Up Meeting. Any newly hired employee who does not attend an orientation under subsection (a) shall be entitled to a first-week individual meeting with an AVCFCE representative during paid working hours of up to thirty (30) minutes, on a mutually agreeable date arranged by the District.

(h) Definitions. For purposes of this Section, "new employee orientation" and "newly hired public employee" shall have the meanings set forth in Government Code section 3555.5.

5.14 Federation Office Space and Equipment

(a) The District shall provide AVCFCE with a dedicated, lockable office at the main campus of the Antelope Valley Community College District for the conduct of Federation business. The District shall list the AVCFCE office location and telephone number(s) in the campus directory and on the District's website.

(b) The District shall provide AVCFCE with dedicated, non-portable lockable storage space at the main campus, reasonably accessible to the AVCFCE office and sufficient to securely store Federation files, records, materials, and supplies. AVCFCE shall be the sole occupant of the storage space. The storage space shall be climate-controlled to a standard suitable for the preservation of paper records. The District shall not enter or access the storage space except as provided in Section 5.15(a).

(c) AVCFCE shall have the right to share use of a District-provided conference room with the Antelope Valley College Federation of Teachers (AVCFT) for joint meetings and other Federation activities. Scheduling shall be coordinated between AVCFCE and AVCFT.

(d) The District shall furnish the AVCFCE office and the shared conference room with the equipment and furnishings reasonably necessary for Federation business, including a desk, a conference table, chairs, lockable filing cabinets, a computer with internet access, a printer, and on-campus telephone service with a dedicated line. The District shall make available to AVCFCE any warehoused or undesignated District office equipment and furniture upon request.

417 (e) The District shall provide custodial and maintenance services, utilities,
418 internet, and telephone service for the AVCFCE office and the shared
419 conference room at no cost to AVCFCE.

420
421 (f) In the event the District proposes to relocate the AVCFCE office or the
422 shared conference room, the District shall provide AVCFCE with not
423 less than ninety (90) calendar days' advance written notice and shall
424 offer a comparable replacement location at the main campus subject to
425 AVCFCE's mutual agreement. Federation property shall not be moved
426 or accessed in connection with a relocation without the prior written
427 authorization of the AVCFCE President or designee.

428 429 5.15 Privacy and Confidentiality of Federation Operations

430
431 (a) Office Privacy. The AVCFCE office, storage room, conference rooms
432 used for Federation business, files, mail, mailbox, computers, electronic
433 storage, telephones, and other equipment used for Federation business
434 shall be private to AVCFCE. The District, including its officers,
435 employees, contractors, and agents, shall not enter the AVCFCE office,
436 access AVCFCE files or equipment, or open AVCFCE mail without the
437 prior written consent of the AVCFCE President or designee, except in
438 the case of a bona fide emergency posing an imminent threat to life,
439 safety, or property, in which case the District shall promptly notify the
440 AVCFCE President of the entry and the reason for it.

441
442 (b) Communications Privacy. The District shall not monitor, intercept,
443 review, scan, copy, or otherwise access the content of AVCFCE
444 communications, whether in person, by telephone, by mail, by email, by
445 listserv, or by any other medium, and whether or not those
446 communications occur on or through District equipment, systems,
447 networks, or facilities. The District shall not require or request that any
448 unit member disclose the content of any communication with AVCFCE.

449
450 (c) No Surveillance. The District shall not place, operate, or maintain audio
451 or video recording devices, surveillance cameras, keystroke loggers, or
452 network or content monitoring tools in, targeted at, capturing, or with a
453 field of view that includes the AVCFCE office, the AVCFCE storage
454 space, the shared conference room, AVCFCE-issued District accounts,
455 or any other location during AVCFCE meetings or activities. Any
456 existing surveillance cameras with a field of view that includes the
457 entrance to, or interior of, the AVCFCE office, storage space, or shared
458 conference room shall be relocated, redirected, or disabled within thirty
459 (30) days of execution of this Agreement. The District shall not record,
460 log, or retain data identifying individuals entering or leaving the
461 AVCFCE office, storage space, or shared conference room.

462
463 (d) The District shall provide AVCFCE with not less than fifteen (15)
464 calendar days' advance written notice before installing, relocating,
465 redirecting, or modifying the field of view of any surveillance camera at
466 any District facility.

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468 (e) Records of Membership and Activity. The District shall maintain the

confidentiality of any records reflecting AVCFCE membership status, dues authorizations, attendance at AVCFCE meetings, or participation in AVCFCE activities, and shall not disclose such records to any third party except as required by law.

ANTELOPE VALLEY COLLEGE FEDERATION
OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT
