

**PROPOSAL FROM
THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the ANTELOPE VALLEY
COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683
August 18, 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 XI
WORKWEEK, COMPENSATION, REST AND MEAL PERIODS**

11.0 Workweek

- 1) The normal workweek for a full-time unit member shall be 40 hours per week. The normal workday shall be eight (8) hours. The permanent work schedule shall be designated at time of employment. Other schedules may be adopted, in accordance with Article 11.2.
- 2) The AVCFCE and AVCCD agree that payment for a holiday which falls within a workweek, will be "a day for a day," based on the employee's regular workday, not to exceed 40 hours per week or the unit member's regular workdays per week.
- 3) The above-mentioned provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to conduct the business of the District. However, nothing contained in the foregoing section shall be construed as denying the District the right to establish a workweek of less than 40 hours.

11.1 Five Consecutive Days– The workweek may consist of not more than five (5) consecutive working days for any unit member having an average workday of four (4) hours or more during the workweek.

11.2 Modified Workday/Workweek

- 1) Individual departments, with approval of the appropriate Vice President or the Superintendent/President, may establish a modified workday/workweek schedule for all or certain classes of unit members or for individual unit members within a class when by reason of the work location and duties actually performed, their services are not required for a workweek of five (5) consecutive days. The Vice President or Superintendent/President may withdraw approval if it is determined that the services of an individual employee or an employee group are required for a workweek of five consecutive days.
- 2) A modified work schedule may be initiated by the employee or the supervisor, and must be reviewed by the Office of ~~Human Resources and Employee Relations~~ **People, Culture and Talent** and approved by the appropriate Vice

President or Superintendent/President. Individual departments and employees can use, but are not limited to, one of the modified schedules listed below:

Days	9/80	4/10	4/9 & ½
Mon	9	10	9
Tue	9	10	9
Wed	9	10	9
Thu	9	10	9
Fri	8		4

Every other Friday off

- 3) Unit members with modified workday/workweek schedules must confirm the modified schedule at least annually, upon supervisor's written request, unless the employee, AVCFCE and AVCCD agree in writing to permanently change the normal workday or workweek for an individual unit member.
- 4) In the event the District initiates a change or modification in operational hours or adds an additional shift that affects bargaining unit members, as an example, a 6:30 am shift to accommodate a block schedule then the establishment of a modified or changed workday workweek must be negotiated with AVCFCE approved by a majority of the regular unit members affected.11.2.2 .

11.3 Part-Time– Part-time employment shall be defined as rendering services for less than the regular workweek.

11.4 Saturday or Sunday Work Schedule

- 1) No unit member currently employed by the District shall be required, without written consent of the unit member, to change the unit member's workweek to include Saturday or Sunday or both.
- 2) No unit member currently employed by the District shall be assigned to perform services on a Saturday or Sunday if such unit member objects, in writing, that the assignment would conflict with the unit member's religious beliefs.
- 3) Adoption of this section shall not change or disrupt existing work schedules which may already include Saturday or Sunday as regular workdays.

11.5 Overtime

- 1) The District shall provide the extent and establish the method by which ordered overtime is compensated.
- 2) All overtime must be approved by the respective Vice President prior to the assignment. Overtime assignments shall be made only in cases of unusual circumstances or emergency conditions. A record of approved overtime shall be kept on the Overtime Pre-Approval and Completion Form ~~and on the electronic time sheet.~~

11.5.1 **Rate of Payment**– Compensation shall be provided for ordered overtime at a rate equal to one and one-half the regular rate of pay of the unit member designated and authorized to perform overtime services.

The District may provide for compensatory time off at the appropriate rate in lieu of payment for authorized overtime service. **Accrued comp time must be used at a mutually agreeable time ~~or paid out~~ within twelve months of accrual. If comp time is not taken within twelve months of accrual, it will be paid out by the District within a reasonable time.**

11.5.2 **Definition of Overtime**– What constitutes overtime is determined by the workday and the workweek of the individual unit member. For the purposes of computing the number of hours worked, time during which a unit member is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the unit member.

11.5.3 **Regular Workweek- Rate of Compensation**– Any unit member required to work in excess of eight (8) hours in one day or in excess of 40 hours in any calendar week shall be compensated at the District's established rate for the unit member authorized to perform the overtime. For individuals on a modified work schedule please see 11.5.5.

11.5.4 **Five Consecutive Days- Rate of Compensation**– Any unit member having an average workday of less than four (4) hours during the workweek shall be compensated for any work required to be performed on the 7th day following commencement of the workweek at the District's established rate (1 1/2-time regular rate) for the unit member authorized to perform overtime. The 6th day shall be compensated at the unit member's regular rate.

11.5.5 **Modified Schedule- Rate of Compensation**– When a modified work schedule is established, the overtime rate shall be paid for all hours worked in excess of the individual unit members established workday and workweek, at a rate equal to one and one-half times the regular rate of pay for the employee designated and authorized to perform the work.

11.6 **Call Back**– A unit member called back to work after completion of the regular assignment shall be compensated for not less than two (2) hours at the current overtime rate.

11.7 **Shift Differential**

- 1) In the context of this section regarding Shift Differential, "regular schedule" also means "permanent schedule" (30 days or more). Thus, a unit member working a schedule on a periodic basis (less than 30 days) will not qualify for shift differential.
- 2) The unit member's regular timesheet shall clearly indicate those hours worked beyond 2:30 p.m. and/or beyond 10:00 p.m. Unit members eligible to receive shift differential compensation, pursuant to the provisions of Article 11.7 shall receive the same compensation for all days in which they are in a paid status

unless their shift changes to a shift for which shift differential does not apply for a period of more than 20 days.

11.8 Swing Shift– A unit member who works at least 50% of their regular shift after 2:30 p.m. shall be paid a shift differential of 5%. In the context of this section, Shift Differential, “regular schedule” means the total number of hours worked on one particular day. Therefore, a unit member that has a regular shift that requires more of their time to be worked after 2:30 p.m. on a single day shall be compensated with a shift differential. The 5% differential will be applied only to those hours worked beyond 2:30 p.m.

11.9 Graveyard Shift– A unit member who works at least 50% of their regular shift after 10:00 p.m. shall be paid a shift differential of 7.5%. In the context of this section, Shift Differential, “regular shift” means the total number of hours worked on one particular day. Therefore, a unit member that has a regular shift that requires 50% or more of their time to be worked after 10:00 p.m. on a single day shall be compensated with a shift differential. The 7.5% differential will be applied only to those hours worked beyond 10:00 p.m.

11.10 Rest Periods

- 1) Unit members shall receive a 15-minute break during every four (4) hours of work assignment.
- 2) Unit members’ rest periods may be combined with a lunch period to allow for a 1-hour lunch period maximum. A modified work schedule form must be completed as per Article 11.2.
- 3) Rest periods may not be waived in order to shorten a workday, or to substitute for time lost due to absence or tardiness.
- 4) Rest periods are a part of the regular working day and shall be compensated at the regular rate of pay.

11.11 Meal Periods (“Lunch”)

- 1) Each unit member working five (5) or more consecutive hours shall be entitled to take an uninterrupted, unpaid meal period of not less than one-half hour. Meal periods may not be waived in order to shorten a workday or to substitute for time lost due to absence or tardiness.
- 2) Each unit member working more than ten (10) consecutive hours shall be entitled to take two (2) uninterrupted, unpaid meal periods of not less than one-half hour.
- 3) For unusual circumstances, unit members may be assigned work activities during their regularly scheduled meal period. In such cases, the supervisor shall designate an alternate uninterrupted meal period.
- 4) Meal periods as described above shall be provided regardless of physical location of worksite.

200 OF CLASSIFIED EMPLOYEES, LOCAL 4683

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