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**PROPOSAL FROM
THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT TO THE ANTELOPE
VALLEY COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683
May 14, 2026**

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

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**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, tThe 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 & TalentHuman Resources will have final approval. If ~~it~~the assignment is expected to exceed 5 working days within a 15-calendar day period, the supervisor shall immediately notify the Office of People, Culture & TalentHuman 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.

- 53 3) The temporary salary adjustment shall be based upon the range assigned to
54 the higher classification, if the duties are assigned to a specific
55 classification. The unit member will be placed on a minimum of Step 1 of this
56 range or the step that will provide a minimum of a 5% increase over the unit
57 member's regular salary, or if the duties are not assigned to a classification
58 the unit member shall be provided a 5% increase over their existing salary
59 placement. Compensation for pre-approved out of classification work shall be
60 paid no later than the following affected pay period; or compensation for
61 retroactively approved work shall be paid as soon as reasonably practicable
62 once the 5% has been earned.
- 63
- 64 4) The Board may provide for an upward salary adjustment for any employee
65 required to work out of classification for any period of time less than that
66 required herein.

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68 **13.2 Classification/Reclassification Definitions**

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

76

77 13.2.2 **Reclassification**- Means the upgrading of a position to a higher Classification
78 as a result of the gradual increase of the duties being performed by the
79 incumbent in that position. (California Education Code, Section 88001).

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81 **13.3 Classification/Reclassification Purpose**

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- 83 1) The District and the Federation believe it is important to maintain a fair equitable
84 Classification system. Because duties and responsibilities change over time, the
85 parties have agreed to the following system to upgrade and recognize changes
86 that take place. When the District creates a new position or proposes to change
87 the content of a vacant job description (as a result of the procedures outlined
88 below or as a result of annual Reclassification updates), the proposed revised job
89 description shall be sent to the Federation prior to being sent to the Board of
90 Trustees, within fifteen (15) calendar days or less by mutual agreement for the
91 Federation to review and approve of the proposal and meet and confer, if the
92 Federation chooses.
- 93
- 94 2) Decisions regarding classification/reclassification shall be based on substantial
95 and permanent changes in the level of duties and responsibilities of the position
96 assigned by the District.
- 97
- 98 3) The Classification and Reclassification of positions are processes that are
99 implemented to ensure that positions with similar level of duty and responsibility
100 are accorded similar levels of compensation, thus ensuring equity amongst staff.
101 It entails an understanding of the relationship of a specific job to other jobs
102 in the District and to the District's overall goal, as well as to other agreed
103 upon Districts with similar criteria. Any modifications are subject to review and

shall be mutually agreed upon by the Federation and the District.

- 4) **The evaluation of classifications to determine whether the same substantial and permanent change has occurred for an entire group of positions within a classification is a Group Reclassification Range Reallocation, which may be submitted to the committees for decision. Justification criteria: the sudden or gradual increase of duties, knowledge, skills, or responsibilities, being performed by all incumbents in all positions within a classification shall be sufficient justification for Group Reclassification Range Reallocation.**

13.4 **Request for Reclassification**

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

AVCFCE

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- 1) A copy of the employee's current job description
- 2) Any additional supporting documentation

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

13.4.2 An employee who has applied for reclassification may not apply for another

156 reclassification for at least 1 year from the date of the last request.

157
158 13.4.3 An employee who has been denied a reclassification may not reapply for at
159 least one year unless the employee's work duties have
160 **changed substantively increased since the last reclassification request**
161 and are inconsistent with the job description for the employee's classification.
162

163 **13.4.4 The reclassification request form/application will be available from**
164 **Office of People, Culture & Talent.**

165
166 **13.5 Federation Classification/Reclassification Review Committee Bifurcated**
167 **Reclassification Review Procedures**

- 168
169 **1) To ensure equity and consistency in the reclassification process, the**
170 **initial review of reclassification requests shall be delegated to two (2)**
171 **independent committees, one empaneled by the Federation and one**
172 **empaneled by the District. The committees shall conduct their own**
173 **independent review of the reclassification request(s). As part of these**
174 **reviews, the committees may request additional information from the**
175 **applicant or applicant's supervisor as needed. Written responses to**
176 **information requests shall be provided concurrently to both**
177 **committees. When an interview with the applicant or applicant's**
178 **supervisor is necessary to obtain additional information, PCT shall**
179 **coordinate scheduling with representatives from each committee to**
180 **ensure that no more than one (1) interview is necessary, from which**
181 **both committees receive the same information from the applicant and/or**
182 **supervisor.**
- 183
184 **2) On or before April 1, after completing review of the reclassification**
185 **requests, the committees shall exchange ratings, recommendations and**
186 **other relevant information, and shall review the recommendations**
187 **advanced by their counterparts.**
- 188
189 **3) If one or both committees recommends against the reclassification or**
190 **recommends in favor of a different reclassification than requested by**
191 **the applicant, the committees shall notify the applicant, provide the**
192 **explanation for the negative recommendation, and provide the applicant**
193 **with an opportunity to respond in writing with additional information or**
194 **documentation by April 7. The committees shall then review the written**
195 **response, and either or both committees may modify their**
196 **recommendation.**
- 197
198 **4) When the recommendations of the District and Federation committees**
199 **are in agreement, the mutual recommendations shall be forwarded to**
200 **the Superintendent/President on or before May 1, with the intent of**
201 **producing a written determination to the employee on or before May 15.**
- 202
203 **5) When the recommendations of the District and Federation committees**
204 **are not in agreement, two (2) representatives from each committee shall**
205 **meet remotely or in person to discuss the differences in**
206 **recommendations and attempt to reconcile the committee**
207 **recommendations. Any unanimous recommendations arising from this**

208 meeting shall be forwarded to the Superintendent/President on or
209 before May 1, with the intent of producing a written determination to the
210 employee on or before May 15.

- 211
212 **6) If the Superintendent/President denies a reclassification request or**
213 **makes a negative determination, or if the recommendations of the**
214 **committees cannot be reconciled, the reclassification requests shall be**
215 **forwarded to the Federation and District for negotiations.**
216

217 ~~The Classification/Reclassification Review Committee is responsible for the~~
218 ~~initial recommendations for the classification/reclassification of positions within~~
219 ~~the bargaining unit to ensure greater equity and consistency. The Committee~~
220 ~~shall use the Kuhn and Associates Grid, or a similar grid, to score candidates,~~
221 ~~with the District providing access to these materials for the Committee. The~~
222 ~~District will also provide input to the committee throughout the process. The~~
223 ~~committee and the President must support the recommendations. Members of~~
224 ~~the Classification/Reclassification Committee shall include:~~

225
226 ~~a) Vice President of Human Resources or designee (ex-officio).~~

227
228 ~~b) 4 classified representatives (appointees of the Federation/ voting).~~

229
230 ~~c) 1 representative from the Classified~~
231 ~~Confidential/Management/Supervisory unit (ex-officio).~~

232
233 ~~d) 1 alternate classified representative (non-voting).~~

- 234
235 ~~2) The Federation will appoint a classified representative to Chair the~~
236 ~~Committee. The committee will be co-chaired by 1 classified member~~
237 ~~and the Vice President of Human Resources or designee, the classified~~
238 ~~chair will rotate every two years.~~

- 239
240 ~~3) The members of this committee will be appointed for staggered three (3)~~
241 ~~year terms.~~

- 242
243 ~~4) The incumbent members of the Classification/Reclassification Committee~~
244 ~~shall provide training to all newly appointed members of the committee.~~

245
246 **13.6 Process Qualified Employees-** Whenever permanent and substantial changes have
247 occurred since a position was last classified, a review of the position is appropriate.
248 While there are many desirable qualities for employees to have that should be
249 recognized, reclassification is based upon the duties assigned to a position, not the
250 qualifications of the incumbent. Put simply, the position is classified, not the person
251 holding such position. Justification criteria: the sudden or gradual increase of duties,
252 knowledge, skills, or responsibilities, being performed by the incumbent in that
253 position is justification for Reclassification. Significant and on-going changes in the
254 nature, variety and complexity of duties, supervision received, or supervision
255 exercised may indicate the need for a Reclassification review.

256
257 **13.7 Non-qualifying classification/reclassification criteria**

258
259 The most common misconception about Reclassification revolves around the person-

260 position distinction. Examples of person-related factors that are not taken into
261 consideration when classifying a position include:

262
263 13.7.1 **Longevity**- The fact that an employee has reached the top step in the pay scale
264 is not a factor in Reclassification.

265
266 13.7.2 **Future Projects**- Reclassification of duties being performed is appropriate, not
267 of those that might be added to a job down the line. As such, Reclassification
268 requests must be delayed until new projects or assignments have officially
269 begun.

270
271 13.7.3 **Financial Need**- The Reclassification process cannot take personal financial
272 conditions into consideration.

273
274
275 13.7.4 **Workload**- Employee feeling overwhelmed by their workload is no justification
276 for reclassification.

277
278
279 13.7.5 **Retention**- The possibility of losing an employee cannot be considered in
280 Reclassification decisions.

281
282 13.7.6 **Performance/Dedication**- Commitment and enthusiasm should be recognized,
283 however it is not justification for Reclassification.

284
285 13.7.7 **Personality**- The District and Federation encourage employees to be pleasant,
286 Patient, and helpful, however, these qualities cannot be recognized the
287 Reclassification process.

288
289 13.7.8 **Promotion**- Over time, employees might grow and gain new skills within their
290 current position and be ready to take a step to a new level of responsibility, but
291 their job does not warrant a Reclassification.

292
293 13.7.9 **Education**- Achieving a higher level of education and/or training during tenure in
294 a classification does not warrant a Reclassification.

295 296 **13.8 Application**

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298 1) ~~The job classification/reclassification application will be available from~~
299 ~~Human Resources and/or the Federation.~~

300
301 2) ~~For the annual reclassification review, the employee will submit the~~
302 ~~application to the Human Resources Offices and their immediate supervisor~~
303 ~~electronically or hard copy by the deadline, please make sure to keep a copy~~
304 ~~for your records.~~

305
306 3) ~~The supervisor will make comments and review with the employee before~~
307 ~~submitting the application to the Office of Human Resources and the union~~
308 ~~president electronically or hard copy by the established deadline. However,~~
309 ~~the employee has the right to submit an application for Reclassification~~
310 ~~whether it is supported by the supervisor or not. A supervisor cannot~~
311 ~~change or require the employee to change the employee's responses on the~~

312 application. The employee and management must adhere to strict
313 processing timelines for requests as defined during the study. The
314 supervisor will make a copy of the request for the employee.

- 315
316 4) Upon receipt of the application, Human Resources will formally
317 acknowledge by returning an acknowledgement email.

318 319 13.9 Review of Applications

320
321 Upon receipt of the Classification/Reclassification application, the committee
322 shall complete a review of the application and render a decision in writing to the
323 employee.

324 325 13.10 Decision

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327 The Vice President of Human Resources or designee will consult with the College
328 President and issue a Classification/Reclassification decision to the employee by
329 April 15.

330 331 13.11 Appeal

332
333 An employee dissatisfied with the outcome of a Classification/Reclassification
334 decision, the employee may appeal one time. The process for an appeal is as
335 follows:

- 336
337 1) An employee may appeal in writing the reclassification decision to the Vice
338 President of Human Resources or designee in writing by the mutually
339 agreed timeline.
340 2) The committee may meet with the employee to review information that the
341 employee provided on the application. The supervisor and/or manager
342 may be asked to attend and address the committee.
343 3) The committee will render a recommendation and communicate that
344 recommendation in writing to the President. The President will render the
345 final decision subject to ratification of the Board of Trustees. The Vice
346 President of Human Resources or designee will then send notification to
347 the employee and supervisor. If the appeal is denied, justification will be
348 given in writing.
349 4) The Federation President, employee and supervisor will be notified in
350 writing of the decision of the Appeal.
351 5) There will be no further appeals.

352 353 13.12 Process for Employees on Approved Leave

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355 1) Employees on approved medical leave missing the original application or appeal
356 deadline shall, by mutual agreement between the District and Federation be
357 granted an extension of deadline(s).
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359 2) All employees granted exceptions must submit an application no later than April 1.

360 361 13.913 Implementation of Approved Reclassification

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363 1) Any The Rreclassification application submitted by the fourth week of January

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4 and approved at the subsequent June Board of Trustees board meeting shall be effective July 1, except in those cases where the negotiations occur over a Classification/Reclassification application. In the event of fiscal hardship to the District the terms for financial implementation will be negotiated.

- 2) Where a position is reclassified to a higher class, other unit member(s) in the same Classification shall may will also be reclassified, when all if the other 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.
- 3) If the Board rejects any recommended Classifications/Reclassifications, the position shall be referred to negotiations between the Federation and District. Implementation will be negotiated each year following receipt of the committee's recommendations.

13.14 Annual Reclassification Process Timeline

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

<u>December (Year Around)</u>	Classified Reclassification Request applications available from PCT.
<u>First Week of December</u>	<u>PCT shall send an announcement to employees in the unit, including this timeline, to initiate the process and invite applications.</u>
Fourth Week of January	The employee will submit the Classification/Reclassification applications to <u>Human ResourcesPCT</u> and the supervisor electronically or hard copy. Note: Employees make a copy for your records.
<u>First Second</u> Week of February	Supervisor will make comments on the application and Review with employee before submitting to <u>Human ResourcesPCT</u> and the Union President electronically or hard copy. Note: The employee will also receive a copy with the supervisor's comments.
<u>March 1 Third Week of February</u>	Reclassification applications forwarded to Committees.
March- <u>April</u>	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 **and/or**
routed to negotiations between the Federation and
District.

On or before May 15
Third Week of April

Vice President of Human Resources **The College**
President issues Reclassification Decisions to the
employee, **based on the consensus of the Committees,**
pending Board ratification and the Federation.

First Week of May

Appeals due to Human Resources and the appeal
process begins.

June Board Meeting

Reclassification results sent to the Board of Trustees

July 1

The Reclassification is implemented or negotiations
commence.

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OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT

