PROPOSAL FROM
THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the ANTELOPE VALLEY COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683
April 28, 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 XIII
CLASSIFICATION OF EMPLOYEES

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**~~**T**he 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**~~**T**he 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.**

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

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

13.2 Classification/Reclassification Definitions

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

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

13.3 Classification/Reclassification Purpose

1) The District and the Federation believe it is important to maintain a fair equitable Classification system. Because duties and responsibilities change over time, the parties have agreed to the following system to upgrade and recognize changes that take place. When the District creates a new position or proposes to change the content of a vacant job description (as a result of the procedures outlined below or as a result of annual Reclassification updates), the proposed revised job description shall be sent to the Federation prior to being sent to the Board of Trustees, within fifteen (15) calendar days or less by mutual agreement for the Federation to review and approve of the proposal and meet and confer, if the Federation chooses.

2) Decisions regarding classification/reclassification shall be based on substantial and permanent changes in the level of duties and responsibilities of the position assigned by the District.

3) The Classification and Reclassification of positions are processes that are implemented to ensure that positions with similar level of duty and responsibility are accorded similar levels of compensation, thus ensuring equity amongst staff. ~~**It entails an understanding of the relationship of a specific job to other jobs in the District and to the District's overall goal, as well as to other agreed 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.~~**
[Omitted from both parties' proposals. Assuming this was intended to be deleted.]

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

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

13.4.4 The reclassification request form/application will be available from Office of People, Culture & Talent.
[Was the numbering intended to be deleted?]

13.5 ~~Federation Classification/Reclassification Review Committee~~Bifurcated Reclassification Review Procedures

1) To ensure equity and consistency in the reclassification process, the initial review of reclassification requests shall be delegated to two (2) independent committees, one empaneled by the Federation and one empaneled by the District. The committees shall conduct their own independent review of the reclassification request(s). As part of these reviews, the committees may request additional information from the applicant or applicant's supervisor as needed. Written responses to information requests shall be provided concurrently to both committees. When an interview with the applicant or applicant's supervisor is necessary to obtain additional information, PCT shall coordinate scheduling with representatives from each committee to ensure that no more than one (1) interview is necessary, from which both committees receive the same information from the applicant and/or supervisor.

2) On or before April 1, after completing review of the reclassification requests, the committees shall exchange ratings, recommendations and other relevant information, and shall review the recommendations advanced by their counterparts.

3) If one or both committees recommends against the reclassification or recommends in favor of a different reclassification than requested by the applicant, the committees shall notify the applicant, provide the explanation for the negative recommendation, and provide the applicant with an opportunity to respond in writing with additional information or documentation by April 7. The committees shall then review the written response, and either or both committees may modify their recommendation.

4) When the recommendations of the District and Federation committees are in agreement, the mutual recommendations shall be forwarded to the Superintendent/President on or before May 1, with the intent of producing a written determination to the employee on or before May 15.

5) When the recommendations of the District and Federation committees are not in agreement, two (2) representatives from each committee shall meet remotely or in person to discuss the differences in recommendations and attempt to reconcile the committee recommendations. Any unanimous recommendations arising from this meeting shall be forwarded to the Superintendent/President on or before May 1, with the intent of producing a written determination to the employee on or before May 15~~.~~

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

~~The Classification/Reclassification Review Committee is responsible for the initial recommendations for the classification/reclassification of positions within the bargaining unit to ensure greater equity and consistency. The Committee~~

~~shall use the Kuhn and Associates Grid, or a similar grid, to score candidates, with the District providing access to these materials for the Committee. The District will also provide input to the committee throughout the process. The committee and the President must support the recommendations. Members of the Classification/Reclassification Committee shall include:~~

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

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

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

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

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

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

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

13.6 **Process Qualified Employees**- Whenever permanent and substantial changes have occurred 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:

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

13.7.2 **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.

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

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

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

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

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

13.7.8 **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.

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

[Were these intended to be deleted?]

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

~~4) Upon receipt of the application, Human Resources will formally acknowledge by returning an acknowledgement email.~~

~~13. 9 Review of Applications~~

~~Upon receipt of the Classification/Reclassification application, the committee~~

~~shall complete a review of the application and render a decision in writing to the employee.~~

~~13.10 Decision~~

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

~~13.11 Appeal~~

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

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

~~13.12~~ Process for Employees on Approved Leave

1) Employees on approved medical leave missing the original application or appeal deadline 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.~~9~~13 Implementation of Approved Reclassification

1) **Any ~~The R~~r**eclassification application submitted **by the fourth week of** January **~~1~~** 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.

~~December~~ (Year Around)	Classified Reclassification Request applications available **from PCT**.
First Week of December	**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 Committee**s**.
March**-April**	Reviews continue, **applicants provided notice of any denials or other negative committee recommendations, and committee representatives meet to discuss any potential disagreement**.
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**~~
Jul~~l~~y 1	The Reclassification is implemented or negotiations commence.

ANTELOPE VALLEY COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683	ANTELOPE VALLEY COLLEGE DISTRICT
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