

**COUNTER-PROPOSAL
FROM THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the
ANTELOPE VALLEY COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES,
LOCAL 4683**

November 20, 2025

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, ~~¶~~ 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, ~~¶~~ The 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 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** exceeds 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

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

60

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

63

64 **13.2 Classification/Reclassification Definitions**

65

66 13.2.1 **Classification**- Means that each position in the classified service shall have a
67 designated title, a regular minimum number of assigned hours per day, days per week, and
68 the months per year, a specific statement of the duties required to be performed by the
69 employees in each such position, and the regular monthly salary range for each such position.
70 (California Education Code, Section 88001).

71 13.2.2 **Reclassification**- Means the upgrading of a position to a higher Classification as a
72 result of the gradual increase of the duties being performed by the incumbent in that
73 position. (California Education Code, Section 88001).

74

75 **13.3 Classification/Reclassification Purpose**

76

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

86

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

90

91 3) The Classification and Reclassification of positions are processes that are implemented to
92 ensure that positions with similar level of duty and responsibility are accorded similar
93 levels of compensation, thus ensuring equity amongst staff. It entails an understanding
94 of the relationship of a specific job to other jobs in the District and to the District's
95 overall goal, as well as to other agreed upon Districts with similar criteria. Any
96 modifications are subject to review and shall be mutually agreed upon by the Federation
97 and the District.

98

99 **13.4 Request for Reclassification**

100 A request for Reclassification may be initiated by management or by the employee. The
101 employee must have attained permanent status in their classification~~be a permanent~~
102 ~~classified employee~~ and must have been performing the new duties, which are the basis
103 for the reclassification request, for at least six (6) months before the request. To make a
104 request for reclassification, management or the employee shall submit a request for
105
106

107 reclassification by **the fourth week of January January 1st** to **Office of People, Culture**
108 **& TalentHuman Resources**. **The Office of People, Culture & TalentHuman Resources**
109 will date-stamp the request and forward the request to the **Federation President and the**
110 employee's supervisor and/or manager, **inviting the supervisor to agree or disagree with**
111 **the content of the reclassification application by a specified date by the second week**
112 **of February.**

113

114 1) A copy of the employee's current job description

115 2) Any additional supporting documentation

116

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

121 An employee who has applied for reclassification may not apply for another
122 reclassification for at least 1 year from the date of the last request.

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

128 **The reclassification request form/application will be available from Office of People,**
129 **Culture & Talent. and/or the Federation.**

133 **13.5 Federation Classification/Reclassification Review CommitteeBifurcated Reclassification** 134 **Review Procedures**

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

148

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

152

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

159

160 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 April 15.

161

162

163

164 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 April 15.

165

166

167

168

169

170

171 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.

172

173

174

175

176 The Classification/Reclassification Review Committee is responsible for the initial
177 recommendations for the classification/reclassification of positions within the bargaining unit to
178 ensure greater equity and consistency. The Committee shall use the Kuhn and Associates Grid, or
179 a similar grid, to score candidates, with the District providing access to these materials for the
180 Committee. The District will also provide input to the committee throughout the process. The
181 committee and the President must support the recommendations. Members of the
182 Classification/Reclassification Committee shall include:

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

184

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

186

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

188

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

190

191 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.

192

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

194

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

196

197

198

199

200

201

202

203 **13.6 Process Qualified Employees-** Whenever permanent and substantial changes have occurred
204 since a position was last classified, a review of the position is appropriate. While there are many
205 desirable qualities for employees to have that should be recognized, reclassification is based upon
206 the duties assigned to a position, not the qualifications of the incumbent. Put simply, the position is
207 classified, not the person holding such position. Justification criteria: the sudden or gradual increase
208 of duties, knowledge, skills, or responsibilities, being performed by the incumbent in that position
209 is justification for Reclassification. Significant and on-going changes in the nature, variety and
210 complexity of duties, supervision received, or supervision exercised may indicate the need for a
211 Reclassification review.

212

213 **13.7 Non-qualifying classification/reclassification criteria**

214
215 The most common misconception about Reclassification revolves around the person- position
216 distinction. Examples of person-related factors that are not taken into consideration when
217 classifying a position include:

218
219 **Longevity**- The fact that an employee has reached the top step in the pay scale is not a
220 factor in Reclassification.

221
222 **Future Projects**- Reclassification of duties being performed is appropriate, not of those
223 that might be added to a job down the line. As such , Reclassification requests must be
224 delayed until new projects or assignments have officially begun.

225
226 **Financial Need**- The Reclassification process cannot take personal financial conditions
227 into consideration.

228
229 **Workload**- Employee feeling overwhelmed by their workload is no justification for
230 reclassification.

231
232 **Retention**- The possibility of losing an employee cannot be considered in Reclassification
233 decisions.

234
235 **Performance/Dedication**- Commitment and enthusiasm should be recognized, however it
236 is not justification for Reclassification.

237
238 **Personality**- The District and Federation encourage employees to be pleasant, Patient, and
239 helpful, however, these qualities cannot be recognized the Reclassification process.

240
241 **Promotion**- Over time, employees might grow and gain new skills within their current
242 position and be ready to take a step to a new level of responsibility, but their job does not
243 warrant a Reclassification.

244
245 **Education**- Achieving a higher level of education and/or training during tenure in a
246 classification does not warrant a Reclassification.

247 **13.8 Application**

248
249 1) **The job classification/reclassification application will be available from Human**
250 **Resources and/or the Federation.**

251
252 2) **For the annual reclassification review, the employee will submit the application to**
253 **the Human Resources Offices and their immediate supervisor electronically or hard**
254 **copy by the deadline, please make sure to keep a copy for your records.**

255
256 3) **The supervisor will make comments and review with the employee before submitting**
257 **the application to the Office of Human Resources and the union president**
258 **electronically or hard copy by the established deadline. However, the employee has**
259 **the right to submit an application for Reclassification whether it is supported by the**
260 **supervisor or not. A supervisor cannot change or require the employee to change the**
261 **employee's responses on the application. The employee and management must adhere**
262 **to strict processing timelines for requests as defined during the study. The supervisor**
263 **will make a copy of the request for the employee.**

264
265 4) **Upon receipt of the application, Human Resources will formally acknowledge by**

266 returning an acknowledgement email.

267

13.9 District Review of Applications

268

269 Upon receipt of the Classification/Reclassification application, the committee shall

270 complete a review of the application and submit a recommendation, the application, along

271 with all supporting documentation including the scoring grid, to the Vice President of

272 Human Resources or designee and College President render a decision in writing to the

273 employee. Such a review shall take place through written correspondence among Committee

274 members or through meetings of the Committee.

275

13.10 Decision

276

277 The Vice President of Human Resources or designee will consult with the College President

278 and issue a Classification/Reclassification decision in writing to the employee by April 15,

279 with a cc: to the Federation. If the Federation disagrees with the denial of any

280 Classification/Reclassification decision by the District, it may request negotiations over the

281 denial, which shall commence within 14 days of the request. Any such request to negotiate by

282 the Federation must be made within 60 days of the District's written communication to the

283 Federation of its decision to deny a reclassification.

284

13.11 Appeal

285

286 An employee dissatisfied with the outcome of a Classification/Reclassification decision,

287 the employee may appeal one time. The process for an appeal is as follows:

288

289 1) An employee may appeal in writing the reclassification decision to the Vice President of

290 Human Resources or designee in writing by the mutually agreed timeline.

291

292 2) The committee may meet with the employee to review information that the employee

293 provided on the application. The supervisor and/or manager may be asked to attend and address

294 the committee.

295 3) The committee will render a recommendation and communicate that recommendation in

296 writing to the President. The President will render the final decision subject to ratification of the

297 Board of Trustees. The Vice President of Human Resources or designee will then send

298 notification to the employee and supervisor. If the appeal is denied, justification will be given in

299 writing.

300 4) The Federation President, employee and supervisor will be notified in writing of the

301 decision of the Appeal.

302 5) There will be no further appeals.

303

13.12 Process for Employees on Approved Leave

304

305 1) Employees on approved medical leave missing the original application or appeal deadline

306 shall, by mutual agreement between the District and Federation be granted an extension

307 of deadline(s).

308

309 2) All employees granted exceptions must submit an application no later than April 1.

310

311

13.13 Implementation of Approved Reclassification

312

313 1) Any ~~The~~ reclassification application submitted ~~January 1~~ by the fourth week of

314 January and approved at the subsequent June Board of Trustees board meeting shall be

315

316

317

318

319 effective July 1, except in those cases where the Federation demands negotiations
320 occur over a Classification/Reclassification application denial. In the event of fiscal
321 hardship to the District the terms for financial implementation will be negotiated.
322 The parties agree to meet and negotiate the unintended consequence of any approved
323 reclassification, for example if a restricted funding source is entirely pre-allocated,
324 at the earliest possible time. If the Board rejects any Classifications/Reclassifications,
325 the position shall be referred to negotiations between the Federation and District, to
326 commence within 14 days of the Board rejection of the proposed classification.
327

328 2) Where a position is reclassified to a higher class, other unit member(s) in the same
329 Classification shallmay will also be reclassified, unless notif all members of the class
330 have experienced the sudden or gradual increase of duties, knowledge, skills, or
331 responsibilities, being performed by the incumbent(s) in the position(s) within that
332 Classification. This provision applies only starting with applicants in the 2026-2027
333 academic year onward.
334 [Note: The process that seems to be requested appears closer to a “range reallocation”
335 than a reclassification – e.g. all members in a class are moved to a higher class or
336 salary placement. We can define a process for that, but as discussed previously we
337 have doubts that a single member in a 10-member class is sufficiently representative
338 to move all members in that class to a higher class without evidence and support.]
339

340 3) Implementation will be negotiated each year following receipt of the committee's
341 recommendations. If the Board rejects any recommended
342 Classifications/Reclassifications, the position shall be referred to negotiations
343 between the Federation and District.

345 13.14 Annual Reclassification Process Timeline

346 The Annual Reclassification Process Timeline will be published annually during the first week
347 of by the middle of December 1st. Please find the general Annual Reclassification Process
348 Timeline is set forth below.

349
350 Fall Semester Mid-
December (Year Around)
Mid-December

Classified Reclassification Request applications available from

PCT.

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 ResourcesPCT 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 ResourcesPCT 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 Committees.

March-April

Reviews continue, applicants provided notice of any denials or

| | |
|---|---|
| | <u>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 <u>and/or routed to negotiations between the Federation and District.</u> |
| On or before May 15 Third Week of April | Vice President of Human Resources The College President issues Reclassification Decisions to the employee, <u>based on the consensus of the Committees, pending Board ratification and the Federation.</u> |
| 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. |

351

352 ANTELOPE VALLEY COLLEGE FEDERATION
353 OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT

354

355

356

357

358

359

360

361

362

363

364

365

366