

1 COUNTER-PROPOSAL
2 FROM THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the ANTELOPE
3 VALLEY COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683
4

5 December 11, 2025
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7 This proposal from the Antelope Valley Community College District to the Antelope Valley Federation of
8 Classified Employees is expressly made pursuant to the Educational Employment Relations Act and the
9 Collective Bargaining Agreement between the parties. This proposal is intended to apply only to the article
10 below. All other provisions of the Collective Bargaining Agreement shall be deemed to remain unchanged
11 except as set forth below or as otherwise mutually agreed:

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13 ARTICLE XVI
14 EVALUATION

15 16.0 Evaluation of Unit Members

16 1) The purpose of the program of evaluation is to rate and attempt to improve the competence
17 of the staff (individual unit members). The program of evaluation shall apply to all unit
18 members.

19 2) Evaluations shall be performed by the supervisor designated by the District, and shall only
20 focus on the unit member's job performance. For purposes of evaluation, the
"supervisor" designation shall be confirmed by PCT prior to the evaluation process.

22 3) Permanent unit members are evaluated on an annual basis, which appraisals are to be
23 completed between April 1 and May 31 of each year. Final markings and comments on the
24 appraisal should be in ink or type written typewritten electronically recorded. Additional
25 pages may be used if more space is needed for narrative comments. The evaluation is to
26 be completed by the immediate supervisor (or designee) and given issued
27 to the employee on or before May 31, and discussed in a private interview with the
28 employee on or before May 31, unless extended due to an absence by either the
supervisor or evaluatee. An extension shall enable the evaluation and private
interview to be completed, but shall not exceed the number of days of absence
occurring before the stated deadline. after providing the employee a reasonable
opportunity to review and seek advice from the Federation. If there is no immediate
supervisor available to conduct the evaluation, it will be done during the next
possible evaluation cycle. as soon thereafter as circumstances allow. Any changes
35 in the evaluation which may be made during the interview should be initiated by the
36 employee to acknowledge receipt of the changes. All attachments mustshould be
37 signed and dated by the employee and supervisor to acknowledge inclusion of the
38 attachments, but may be signed by the supervisor only if the employee refuses to
39 sign.

40 4) Employees are to be evaluated in conjunction with based on their job description's,
41 including but not limited to the "essential functions" or "essential duties" Essential
42 Functions of their respective job description, typically indicated by an "(E)" after the
43 listed duty on the job description. Always Employees are encouraged to read their
44 the Essential Functions of the employee's job description prior to beginning this
45 process. An employee's job description will be made available to them upon request
46 from their supervisor or the Office of People, Culture, and Talent.

47 16.1 Derogatory Information

48 Information or material of a derogatory or critical nature which has been received from others may
49 not be used or referenced in the evaluation unless (1) the employee has been provided an
50 opportunity to respond and (2) the specific information or materials have used unless the
51 specific issuespecifically referenced in the evaluation unless the information has been
52 verified through a fair and impartial review by to the satisfaction of by the supervisor, in
53 consultation with the Vice President of People, Culture, and Talent, **Human Resources**, and
54 relates directly to the unit member's employment.

55 [Note: The definition of "verified" is to "make sure or demonstrate that (something) is true,
56 accurate, or justified." No additional verbiage is necessary.]

57 16.2 **Signature and Response to Evaluation**

58 The unit member's signature on the performance appraisal indicates only that the unit member has
59 seen the report. The unit member may, within ten twenty fifteen (1015) workingcalendar days,
60 respond in writing to an evaluation with which the unit member is not in agreement. This response
61 shall be attached to the evaluation in question.

62 16.3 **Probationary Unit Members**

63 Probationary unit members are designated as permanent employees after serving a prescribed
64 period of probation that shall not exceed six months or 130 days of paid service, whichever is longer.

65 Probationary unit members shall be evaluated by their immediate supervisor on the following
66 timeline:

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- 68 1) First probationary evaluation at the end of the 2nd month;
- 69 2) Final probationary evaluation shall occur prior to the end of the 6th month; and
- 70 3) If needed, a supervisor may evaluate a probationary employee prior to the end of the 5th
71 month.

72 All probationary and promoted employees, within the first five (5) workdays shall be provided with
73 the following:

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- 75 a. The name of the evaluating supervisor
- 76 b. The organizational chart
- 77 c. A copy of the assigned job description
- 78 d. Performance expectations per the evaluation categories listed in
79 16.4.1.

80 The above schedule does not prevent dismissal of such unit member at any time.

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82 A permanent employee who accepts a promotion is subject to a new probationary period in the new
83 classification. If the permanent employee who accepted the promotion fails to complete the
84 probationary period for that promotional classification, the unit member shall be employed in the
85 classification from which the employee was promoted.

86 16.4 **Evaluation Categories**

- 87 1) Evaluation of the competence of unit members under this program shall include, but
88 shall not be limited to, consideration of knowledge of work, quality of work productivity,
89 dependability, communication skills, initiative, interpersonal relations, professionalism and
90 safety practices. In particular, the areas of communication skills, interpersonal
91 relations, and professionalism shall reflect a unit members ability to serve and meet

92 the needs of a diverse campus population in an equitable and inclusive manner.

93 2) Evaluation of the competence of unit members under this program shall include
94 consideration of their ability to serve and meet the needs of a diverse campus
95 population in an equitable and inclusive manner, however this component of the
96 evaluation shall not be rated, used to justify any Development Plan, or influence or
97 be used to support any final evaluation determination, however this component of
98 the evaluation shall not be used to support a less than Standard evaluation.

99 3) Each rating other than *Standard* (below or above) requires an explanation in the *Comments*
100 box beside the category. Each rating below Standard must be *based on issues discussed*
101 *with the employee prior to the evaluation*, supported by a statement of facts in the
102 *Comments* box, and accompanied by a separate *Development Plan*. The Supervisor
103 should include information on staff member's overall performance highlighting (1) areas of
104 strengths; (2) areas for further development; (3) areas for improvements; and (4) areas
105 where unique or extraordinary factors contribute to the evaluation.

106 4) Subsequently, one or more conferences shall be held with the unit member to assist the
107 unit member in correcting deficiencies previously noted. A record of such conferences shall
108 be prepared by the evaluator for the personnel file on the unit member and a copy
109 submitted to the unit member. A finding of full remediation concludes the conference
110 process; however, a finding of remaining deficiencies may constitute the basis for
111 discipline.

112 5) ~~The District and Federation agree that this article may be reopened during annual
113 negotiations without either party using one of its designated re-openers.~~

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118 ANTELOPE VALLEY COLLEGE FEDERATION
119 OF CLASSIFIED EMPLOYEES, LOCAL 4683

120 ANTELOPE VALLEY COLLEGE DISTRICT
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