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**PROPOSAL FROM
THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the ANTELOPE VALLEY
COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES, LOCAL 4683
June 9, 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:

In addition to the articles below, the parties agree to change “Human Resources” or “Human Resources and Employee Relations” to “People, Culture, and Talent” throughout the entire Collective Bargaining Agreement.

**ARTICLE VI
PERSONNEL RECORDS**

6.0 Personnel Records– “Personnel records” shall mean all records contained in the employee’s official District personnel file. There shall be only one official personnel file for each employee, and it shall be located in the Office of ~~Human Resources and Employee Relations~~ **People, Culture, and Talent**.

- 1) Personnel files shall be kept confidential and shall be made available for inspection (except for material exempted by statute) only by the unit member, a representative of the Federation (with the employee’s written authorization) and other authorized employees of the District only when necessary in the proper administration of the District’s affairs.
- 2) Materials in personnel files of unit members which may serve as a basis for affecting the status of the unit member’s employment are to be made available for inspection of the person involved. However, such materials shall not include ratings, reports, or records which:
 - a) Were obtained prior to employment of the person;
 - b) Were prepared by identifiable examination committee members; or
 - c) Were obtained in connection with a promotional examination.
- 3) The District shall keep an access log in the official personnel file of the unit member indicating the persons outside of the Office of ~~Human Resources and Employee Relations~~ **People, Culture, and Talent** who have examined a personnel file as well as the date such examinations were made.

6.1 Review of Personnel File – Unit members shall have the right to inspect the materials of their personnel file by requesting an appointment with the Office of ~~Human Resources and Employee Relations~~ **People, Culture, and Talent**. Unit members may be granted up to 30 minutes of duty-free time once per fiscal year to review their personnel file during the unit member’s scheduled work hours. Unit members requesting additional review of personnel file shall have the right during their non-working time to examine the materials of their personnel file. Unit members may obtain copies of documents with the exception of the materials listed in subsection 6.0 (2) of this Article.

6.2 Derogatory Information– Information of a derogatory nature, except materials mentioned in the third paragraph above, shall not be entered or filed unless and until the

56 unit member is given notice and an opportunity to review and respond. The affected unit
57 member shall be furnished with a copy of the proposed material ten (10) workdays prior
58 to it being placed in the employee's personnel file. Unit members shall have the right to
59 enter and attach a response to any such derogatory statement. The review of the
60 derogatory information and the attachment of the response shall take place during
61 normal business hours and the employee shall be released from duties for this purpose
62 without salary reduction.

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64 **6.3 Investigation Purpose(s)**– A unit member (affected employee grievant) with written
65 authorization to the Office of ~~Human Resources and Employee Relations~~ **People,**
66 **Culture, and Talent** has the right to designate an individual working in conjunction with
67 the AVCFCE Grievance Committee, as having access to the affected unit member's
68 personnel record.

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71 **ARTICLE XV** 72 **TRANSFERS**

73 74 **15.0 Transfer Procedures**

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76 1) Open classified positions (replacement or new) shall be advertised in-house for
77 a minimum of five working days, prior to public announcement.
- 78
79 2) Non-probationary classified employees shall be allowed to request transfer to
80 any open position within their current classification. Employees must meet the
81 current minimum qualification for the position for which they are requesting
82 transfer.
- 83
84 3) Classified employees requesting transfer shall complete a transfer request form
85 and turn it in to ~~Human Resources~~ **the Office of People, Culture, and Talent**
86 within the five-day in-house recruiting period.
- 87
88 4) The transfer request form shall list the employee's current position for which
89 they are applying, their relevant education, skills and experience, and the name
90 of their current supervisor, along with check boxes indicating whether or not the
91 supervisor may be contacted for a reference. ~~Human Resources~~ **The Office of**
92 **People, Culture, and Talent** shall notify the hiring supervisor of all in-house
93 applicants. The supervisor and Vice President of ~~Human Resources~~ **People,**
94 **Culture, and Talent** (or designee) shall interview all in-house candidates within
95 five working days following the five (5) day in-house recruiting period, if possible.
- 96
97 5) ~~Human Resources~~ **The Office of People, Culture, and Talent** shall also notify
98 the AVCFCE and the college President of the transfer request. The current
99 supervisor shall not be notified unless and until the transfer is accepted.
- 100
101 6) If the transfer request is approved by the supervisor, it shall be forwarded to the
102 College President for final approval, pending ratification by the Board of
103 Trustees. If the request is granted, ~~Human Resources~~ **The Office of People,**
104 **Culture, and Talent** shall give the current supervisor a minimum of two weeks'
105 notice of the transfer, prior to the employee's start date in the new position. If
106 the transfer request is denied, the in-house applicants shall be notified by e-mail
107 or inner-campus mail prior to the job announcement being advertised publicly.

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109 **Please refer to Exhibits for Transfer form.**
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111 ANTELOPE VALLEY COLLEGE FEDERATION
112 OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT

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