

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

**August 12, 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 XIV**  
**CLASSIFIED HIRING PROCEDURES**

**14.0 Hiring Procedures**

- 1) When a classified ~~bargaining unit~~ position is ~~vacant~~selected for active recruitment, the ~~manager completes the "Personnel Requisition Form" and submits it to the Human Resources Office for processing. Human Resources Office of People, Culture, & Talent~~ will notify the President of the Classified Union. ~~When the "Personnel Requisition Form" is processed, the Human Resources Office will and~~ officially announce the position ~~vacancy~~recruitment via campus email announcement.
- 2) The process will be monitored at 4 stages for Equal Employment Opportunity Compliance, which are as follows:
  - a) Evaluation of Pool
  - b) Minimum Qualifications
  - c) Screening and Interview
  - d) Hiring

**14.1 Announcement of Positions**

All announcements will include the following information:

- 1) Title
- 2) Part-time/Full-time
- 3) Permanent/Temporary (District/Categorical)
- 4) Benefits, Negotiated by Collective Bargaining
- 5) Description
- 6) Representative Duties
- 7) Minimum Qualifications (Education and Experience)
- 8) Desirables
- 9) Testing, if applicable
- 10) Salary Range
- 11) Working Hours, if Outside Normal Hours of 8:00–4:30 p.m.
- 12) Working Conditions
- 13) Deadline Date
- 14) Position Start Date
- 15) Equal Employment Opportunity Statement
- 16) ADA Statement

#### 14.2 Posting Guidelines (for both full time and part time **bargaining unit** positions):

- 1) Prior to public announcement, the position will be posted in-house for five working days for any lateral transfer requests. If there are no incumbents in the classification which may apply for a lateral transfer, the position may be immediately posted to the public.
- 2) All positions not filled via transfer will be open for a minimum of ten working days.

#### 14.3 Advertising:

- ~~1) — Announcements are posted in-house for five working days. If not filled in-house transfer, the announcement will be sent to local school district offices; advertised in one or more area newspapers; and sent to business, organizations and other colleges, as appropriate.~~
- ~~2) — No applications will be accepted after 4:30 p.m. on the filing date.~~
- ~~3) — The Human Resources Offices will maintain EEO information, score tests (if application), prepare, file documents, and screen applications to determine candidates that meet minimum qualifications as specified in the job description. If there are any questions regarding the minimum qualifications, the Vice President of Human Resources/designee will review the applications.~~

#### 14.4 Composition of Hiring Committee (Recommended 5, minimum of 4 persons):

- 1) The hiring committee chair (Managing Supervisor, Area Administrator, or designee) and one or two classified Representative(s) in the area of hiring to be on the committee.
- 2) When the position to be hired falls within the classified bargaining unit, the classified union president (or designee) will select a representative of the classified union within five (5) business days. If no classified union representative is selected, the committee chair may appoint a classified representative.
- 3) The EEO Officer/designee will appoint a classified employee as an EEO Representative, who will serve as an additional voting member of the hiring committee.
- 4) The Human Resources Office of People, Culture, & Talent reviews composition of the hiring committee for equal employment compliance.

~~5) —~~

#### 14.5 Committee Orientation: The hiring supervisor/manager and the EEO Officer/designee will meet with the entire Hiring Committee for the purpose of ensuring that a unit member appointed to the selection committee is aware of their responsibilities, which shall include:

- a) Defining the role of the hiring committee as that of a recommending body reviewing applications/materials and conducting interviews. Also providing the committee with hiring and selection instructions.
- b) Providing an overview of EEO guidelines.
- c) Establishes that all proceedings of the hiring committee shall be kept confidential. The entire hiring process requires confidentiality on the part of all hiring committee members. The rights and reputations of the candidates need to be protected. Ratings and comments made by the committee members must not be shared with

non-committee members. All committee members will receive a copy of the EEO guidelines and be required to sign confidentiality agreement.

- d) All committee members must attend all meetings, if a committee member does not attend all meetings, they will no longer be on the committee and there will be no replacements allowed.

When interviews are being conducted, the committee members will be required to be present for all interviews.

- e) ~~The hiring supervisor/manager and hiring committee are responsible for organizing and setting schedules and making arrangements for committee meetings for screening and selection. They are also responsible for reviewing the EEO guidelines to ensure compliance.~~

**14.6 Screening - The Hiring Committee will A unit member appointed to the selection committee shall be responsible for participating in the following, once the pool of applications have reached the screening process:**

- 1) Determin~~ing~~ job-related screening criteria to be used by the committee in selecting candidates to be interviewed and develop~~ing~~ the instrument used for ranking applicants;
- 2) Prepar~~ing~~ interview questions, each set of questions shall include a diversity question and be read to each candidate;
- 3) Screen~~ing~~ and rat~~ing~~ all qualified applicants independently and select~~ing~~ the best qualified applicants to interview;
- 4) Determin~~ing~~ interview date, time and location.

**14.7 Criteria & EEO - The Human Resources Office will:**

- 1) ~~Review the candidates selected for interviews, matching qualifications with screening criteria;~~
- 2) ~~Review those not selected for interviews against the screening criteria;~~
- 3) ~~Review Equal Employment Opportunity goals and diversity;~~
- 4) ~~Schedule interviews.~~

**14.8 Preparation of Packet:**

~~The Office of Human Resources, prior to the interview, will provide a packet of materials for each hiring committee member, which will include:~~

- 1) ~~Interview schedule;~~
- 2) ~~Applications and any attachment;~~
- 3) ~~Job announcement;~~
- 4) ~~Hiring Procedures;~~
- 5) ~~Copy of Interview Questions and Rating Sheet; and~~
- 6) ~~A final rating sheet will be given to the EEO representative or hiring committee chair.~~

**14.9 Interview Process: A unit member appointed to the selection committee shall be responsible for completing the following, once the pool of applications have reached the interview process.**

- 1) The hiring committee will meet prior to the interviews to review procedures.
- 2) The same questions should be asked to each candidate, by the same committee member, and in the same sequence. Questions will be provided so candidates can read along with committee members. The chair or EEO representative will make sure the candidate(s) leave the questions in the interview room.
- 3) The chair or designee will welcome the candidate and introduce the hiring committee members.
- 4) Committee members make appropriate notes and ratings for each candidate.
- 5) The hiring committee shall forward its recommendation to Human Resources the Office of People, Culture, and Talent the acceptable candidate(s) (preferably two), ranked in order of preference) for final consideration.

#### 14.10 Appointment

~~Appointment to classified service shall be accomplished by the Board upon the recommendation of the President. The President may authorize employment of short-term, classified, and confidential/management/supervisory personnel on a regular basis. Such appointments are subject to ratification for employment at the next board meeting.~~

#### 14.11 Promotion

- 1) A unit member may apply for any announced vacancy in accordance with regular application procedures as established by the Office of People, Culture, and Talent ~~Human Resources~~ and in compliance with the District's hiring procedures. ~~The selection process will be guided by affirmative action requirements and Board policy provisions pertaining to promotion. (See District Staff Diversity/Affirmative Action Plan and Board Policy Section 4643.2)~~
- 2) Probationary unit members shall be eligible to apply for promotional positions.
- 3) The purpose of this provision is to give in-house candidates the opportunity to seek advancement. It is also intended to encourage screening committees to give fair and appropriate consideration to current employees. When in-house candidates meet minimum qualifications, screening committees shall determine a minimum number of in-house candidates to be interviewed based upon the diversity and size of the applicant pool. Each screening committee shall be given a copy of Section 8.3 of the classified contract for their information.
- 4) ~~During the period immediately following board approval through December 31, 2001, the district will keep records on applicant pools for open positions. The record will include:~~
  - a) ~~How many in-house applicants applied for the position~~
  - b) ~~How many of the in-house applicants met minimum qualifications~~
  - c) ~~How many in-house applicants were interviewed~~
  - d) ~~How many outside candidates were interviewed~~
- 5) ~~This information will be provided to the Federation by February 1, 2002. If the Federation then submits a request to the district to re-open negotiations on this~~

~~provision, the district agrees to do so. During this same time, the district agrees to meet with the Federation in order to begin drafting a classified hiring policy, per the mediation agreement of September 2000.~~

- 6) A unit member who is promoted shall be placed on the step of the salary range for the position to which ~~he or she has~~ they have been promoted, which will provide a salary increase of not less than 5%. Any unit member who has been promoted will receive anniversary increments based upon ~~his/her~~ their date of employment in the District.

ANTELOPE VALLEY COLLEGE FEDERATION  
OF CLASSIFIED EMPLOYEES, LOCAL 4683

ANTELOPE VALLEY COLLEGE DISTRICT

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