

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 XVI
EVALUATION

16.0 Evaluation of Unit Members

- 1) The purpose of the program of evaluation is to rate and attempt to improve the competence of the staff (individual unit members). The program of evaluation shall apply to all unit members.
- 2) Evaluations shall be performed by the supervisor designated by the District, and shall only focus on the unit member's job performance.
- 3) Permanent unit members are evaluated on an annual basis, which appraisals are to be completed between April 1 and May 31 of each year. Final markings and comments on the appraisal should be in ink or ~~typewritten~~recorded digitally. Additional pages may be used if more space is needed for narrative comments. The evaluation is to be completed by the supervisor and given to the employee on or before May 31, and discussed in a private interview with the employee as soon thereafter as circumstances allow. Any changes in the evaluation which may be made during the interview should be initialed by the employee. All attachments must~~should~~ be signed by the employee and supervisor, but may be signed by the supervisor only if the employee refuses to sign.
- 4) Employees are to be evaluated in conjunction with the *Essential Functions* of their respective job description. Always read the *Essential Functions* of the employee's job description prior to beginning this process.

16.1 Derogatory Information

Information or material of a derogatory or critical nature which has been received from others may not be ~~used unless the specific issues~~specifically referenced in the evaluation unless the information has been verified to the satisfaction of the supervisor, in consultation with the Vice President of Human Resources, and relates directly to the unit member's employment.

16.2 Signature and Response to Evaluation

The unit member's signature on the performance appraisal indicates only that the unit member has seen the report. The unit member may, within ten (10) working days, respond in writing to an evaluation with which the unit member is not in agreement. This response shall be attached to the evaluation in question.

16.3 Probationary Unit Members

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

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

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

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

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

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

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

16.4 Evaluation Categories

- 1) Evaluation of the competence of unit members under this program shall include, but shall not be limited to, consideration of *knowledge of work, quality of work productivity, dependability, communication skills, initiative, interpersonal relations, professionalism and safety practices*. In particular, the areas of communication skills, interpersonal relations, and professionalism shall reflect a unit members ability to serve and meet the needs of a diverse campus population in an equitable and inclusive manner.
- 2) Each rating other than *Standard* (below or above) requires an explanation in the *Comments* box beside the category. Each rating below Standard must be based on issues discussed with the employee prior to the evaluation, supported by a statement of facts in the *Comments* box, and accompanied by a separate *Development Plan*. The Supervisor should include information on staff member's overall performance highlighting (1) areas of strengths; (2) areas for further development; (3) areas for improvements; and (4) areas where unique or extraordinary factors contribute to the evaluation.
- 3) Subsequently, one or more conferences shall be held with the unit member to assist the unit member in correcting deficiencies previously noted. A record of such conferences shall be prepared by the evaluator for the personnel file on the unit member and a copy submitted to the unit member. A finding of full remediation concludes the conference process; however, a finding of remaining deficiencies may constitute the basis for discipline.
- 4) The District and Federation agree that this article may be reopened during annual negotiations without either party using one of its designated re-openers.

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ANTELOPE VALLEY COLLEGE DISTRICT

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