

**Reclassification for Fiscal Year 2024-25**  
**13.14 Classification/Reclassification Process Calendar**  
**REVISED**

The Collective Bargaining Agreement (CBA) between the AVCCD and AVCFCE outlines a timeline for processing reclassification requests. The parties are unable to complete the reclassification reviews in accordance with the CBA timeline and have modified the calendar as follows:

**13.14 Annual Reclassification Process Timeline**

The Annual Reclassification Process Timeline will be published annually during the first week of December. Please find the general Annual Reclassification Process Timeline below.


<b>December</b>	Classified Reclassification Request applications available.
<b>Fourth Week of January</b>	The employee will submit the Classification/Reclassification applications to Human Resources and the supervisor electronically or hard copy.  <b>Note: Employees make a copy for your records.</b>
<b>First Week of February</b>	Supervisor will make comments on the application and Review with employee before submitting to Human Resources and the Union President electronically or hard copy.  <b>Note: The employee will also receive a copy with the supervisor's comments.</b>
<b>Third Week of February</b>	Reclassification applications forwarded to Committee.
<b>March</b>	Reviews Continue.
<b>First Week of May*</b>	Recommendation forwarded to College President.
<b>First Week of June*</b>	Vice President of Human Resources issues Reclassification Decisions to the employee and the Federation.
<b>Mid-June*</b>	Appeals due to Human Resources and the appeal process begins.
<b>June Board Meeting</b>	Reclassification results sent to the Board of Trustees
<b>July 1</b>	The Reclassification is implemented.

**\*New Dates**

On this 17th day of April 2024, the AVCCD and AVCFCE agree with the aforementioned meeting date changes for 2024-25 timeline and the signatures below demonstrate approval of this agreement.

  
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Lauren Elan Helsper  
AVCCD Chief Negotiator

*Pamela Ford*  
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Pamela Ford  
AVCFCE Chief Negotiator

  
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Dr. Jennifer Zellet  
Superintendent/President