

FAQ – NOON DUTY / PLAYGROUND AIDES

Effective January 1, 2019, Assembly Bill 2160 ("AB 2160") expands the rights of part-time playground/noon duty aides by making them part of the classified service for Merit System districts. Prior to the enactment of AB 2160, playground/noon duty aides were among those positions exempt from classified service in Merit System districts. This new law eliminates that exemption.

As a result, AB 2160 will entitle aides to all benefits and protections afforded to other classified employees under the Education Code, including the right to serve a probationary period and attain permanency, paid leaves including illness, vacation and other leaves of absence, due process prior to being terminated, and reemployment rights following a layoff.

In response to this new legislation, at their November meetings, the Governing Board and Personnel Commission approved a new [Campus Aide](#) classification to which playground/noon duty aides will be converted.

1. How does AB2160 affect me?

After January 1, 2019, AB2160 requires the district to convert regular, ongoing noon duty/playground aide assignments to classified contract positions.

2. Are all noon duty/playground aide assignments being converted to contract positions?

No. Any playground/noon duty aide working three (3) days or more days per week will be converted to a contract Campus Aide. Current substitute noon duty/playground aides and those working less than two (2) or fewer days per week will be released on December 14, 2018 and rehired as a substitute Campus Aide on January 8, 2019.

3. As a contract Campus Aide will I be paid during breaks (e.g. Christmas, Spring Break)?

Yes. Campus Aides will now be entitled to all benefits and protections afforded to other classified employees under the Education Code, including paid leaves such as school holidays, illness, vacation and other leaves of absence (bereavement, personal necessity, jury duty, etc.), promotional opportunities, etc.

4. As a contract Campus Aide will I earn sick leave and vacation?

Yes. Contract Campus Aide will earn sick leave and vacation leave based on the number of days/hours worked per year the same as other classified employees.

5. If I'm unable to come in one day, can I have another Campus Aide cover my shift?

Possibly. You will earn illness and personal necessity (PN) leave based on the number of contract hours worked per year the same as other classified employees. Employees are expected to use their leave as outlined in the Personnel Commission Rules & Regulations. If you are ill, you must communicate your absence to your school office manager and arrange with a site substitute to cover your absence (or enter your absence in the substitute system for call out, depending upon your site's practice).

6. I haven't worked in an assignment that requires me to enter my absence in the sub system (SFE). How do I get a login?

After you have accepted your contract Campus Aide position, you will receive the Classified Employment Information packet that includes instructions how to register and use the substitute system.

7. I already have a two-week vacation planned. What do I do?

Contract staff earn vacation each year based on the number of contract hours worked; the days increase with years' of service. You will have mandatory vacation during the holiday breaks. As a new contract employee, you may not have vacation time immediately available. That being said, administration makes every attempt to grant leave requests when possible and an unpaid leave may be approved during the transition. Communicate with your school office manager and discuss coverage.

8. Can I permanently "swap" days with someone else another contract Campus Aide?

No. Changes to work schedules must be approved by the principal and Personnel.

9. If I am a contract Campus Aide, can I also work at another site as a substitute during my contract time?

No. As a contract employee, sites are depending on your regular attendance and you will be expected to follow your assigned work schedule according to the days/times you're contracted. Example: If you're a contracted Campus Aide at Vista Grande on Monday from 12 -1, you cannot miss work to take an office job at Madison.

10. If I currently work as substitute in other job classifications, i.e., office-clerical, SECA, custodial, etc., can I still accept jobs in those assignments.

Possibly. Many part-time contract staff substitute in other job classifications in addition to their contract position. Your work schedule will be added to the SmartFindExpress (SFE) sub system and the system will call you for sub jobs that do not conflict with your contract hours.

11. As a contract Campus Aide, will I still turn in time sheets?

Possibly. Contract classified staff receive monthly base pay according to the number of days and hours worked. Only additional time worked above your contract hours would be submitted on a timesheet.

12. As a contract Campus Aide, will I be a union member?

Possibly. The District is currently working with the association that represents other contract classified employees (CSEA) to include this position in the bargaining unit. If that occurs, you will have the option of becoming a member.

13. If I don't want to accept a contract position, may I remain as a substitute Campus Aide, on-call, as needed?

Yes. If you wish to decline the contract Campus Aide position and remain a substitute, simply sign and return the notification letter by the December 14, 2018 deadline. Substitute Campus Aide assignments will be available beginning January 8, 2019.