

**VOLUME 8, CHAPTER 7: “DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
(DoDEA) EMPLOYEES”**

SUMMARY OF MAJOR CHANGES

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue and underlined font](#).

The previous version dated February 2001 is archived.

| PARAGRAPH | EXPLANATION OF CHANGE/REVISION | PURPOSE |
|--------------------|--|----------------|
| | Added Table of Contents. | Add |
| All | This chapter is being updated to comply with current formatting guidance and to add hyperlinks. | Update |
| All | All references to teachers, social workers, guidance counselors, school psychologists, nurses, etc. that earn a school-year salary based on 190 duty days are now referred to as Teaching Position (TP) Educators. | Update |
| All | All references to school principals and assistant principals that earn a school-year salary based on 222 duty days are now referred to as TP administrators. | Update |
| Former 0702 | Renumbered former section 0702 on Department of Defense Education Activity (DoDEA) Employees to sections 0701 through 0705. | Update |
| Former 0701 | Moved to newly created Chapter 10. | Delete |
| Former 0703 - 0716 | Moved to newly created Chapter 10. | Delete |
| 070101 | Removed reference for TP educators employed to instruct in the Junior Reserve Officer Training Corps (JROTC) Program. | Delete |
| 070102.D | Updated information on school-year calendars. | Update |
| 070104 | Added information regarding new Salary Schedules for Instructional Systems Specialist (ISS) Positions. | Add |
| 070105 | Added section on Retroactive Pay Adjustment. | Add |
| 070107 | Added Step Increase information for ISS Positions. | Add |

| PARAGRAPH | EXPLANATION OF CHANGE/REVISION | PURPOSE |
|---------------------------|---|------------|
| 070112.B | Added section on TP administrators who PCS during the school-year. | Add |
| 070114 | Deleted acronym for Cost of Living Allowance (COLA) as it did not apply to post allowance. | Delete |
| 070401.A through 070401.D | Updated information on TP educator compensation and added formula to calculate biweekly pay. | Update/Add |
| 070402.A through 070402.D | Updated information on TP administrator compensation and added formula to calculate biweekly pay. | Update/Add |
| 070403.A through 070403.E | Added information on the Instructional Systems Specialist (ISS) Positions. | Add |
| 070404.A through 070404.C | Updated information on Premium Pay, Sunday Work and Holiday Work to include TP administrators. | Update |
| 070405 | Added section on Employment during the summer recess period. | Add |
| 070406.B | Updated information on Foreign Post Allowance and added reference to Foreign Post Differential. | Update/Add |
| 070407 | Added information to the Extra Duty Program to address the memorandum of understanding (MOU). | Add |
| 070407.A | Updated administrative procedures on compensation for extra duty assignments and added example to show the formula to calculate payment. | Update/Add |
| 070407.B | Added information to distinguish difference between the 5-day vs 7-day dormitory counselor and included example to show formula to calculate payment. | Add |
| 070408.D | Added section on the Federal Flexible Spending Account (FSAFEDS) and Long Term Care (LTC) Programs. | Add |

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CHAPTER 7DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA) EMPLOYEES

*0701 TEACHING POSITION (TP) PAY PLAN

*070101. General

A. Title 20, United States Code (U.S.C.), sections 901-907 governs the salaries and personnel practices applicable to educators employed overseas by the Department of Defense Dependents Schools (DoDDS) on a school-year basis. The pay and personnel practices are implemented by policies and regulations issued by the Department of Defense Education Activity (DoDEA) under the authority and direction of the Secretary of Defense. The regulations on pay include Department of Defense Directive (DoDD) 1400.13, “Salaries and Personnel Practices Applicable to Teachers and Other Employees of the Department of Defense Dependents Schools” and DS Regulation 5301.4, “Salaries and Personnel Practices Applicable to Principals and Assistant Principals.” These policies and regulations differ considerably from those applicable to other federal civilian employees paid under Title 5 U.S.C. or other statutes.

B. TP Educators and TP Administrators and TP ISS Employees. Individuals, such as educators and administrators, who hold a Teaching Position (TP), as defined in section 901 of Title 20, United States Code, are governed by the policies and regulations prescribed by DoDEA. TP educators (including teachers, social workers, guidance counselors, school psychologists, and nurses) earn a school-year salary based on 190 duty days (also referred to as “working days”) and are paid out over 21 pay periods. TP administrators (including school principals and assistant principals) earn a school-year salary based on 222 duty days and are paid out over 26 pay periods. TP Instructional Systems Specialist (ISS) employees (educator positions that support DoDEA schools above the school level, rather than at the school level) earn a school-year salary based on 222 duty days and are paid out over 26 pay periods. TP educators, TP administrators, and TP ISS employees do not earn annual, sick, or home leave under Title 5, U.S.C., but instead are entitled to “educator’s leave” under 20 U.S.C. 904.

070102. School-Year

A. TP Educators. The school-year for TP educators consists of 190 duty days and includes not less than 175 days of classroom instruction. The 190 duty days include the time required before and after the dates school is in session when TP educators must prepare for the opening and closing of school. The school-year calendar may be adjusted after the school-year begins with no change in school-year salary, as long as 190 duty days are required and not less than 175 days of classroom instruction are provided. If the school-year extends beyond 190 duty days, then the TP educator will be compensated at the appropriate daily rate as of the 191st working day. Should an emergency preclude completion of a full school-year, a TP educator will be furloughed, separated, or his or her salary continued until the full school-year salary has been paid.

B. TP Administrators. The school-year for TP administrators consists of 222 duty days, and includes not less than 175 days of classroom instruction and whenever the services of a majority of TP educators at the school are required. The school-year calendar may be adjusted after the school-year begins with no change in school-year salary, as long as the 222 duty days are required for principals and assistant principals and not less than 175 days of classroom instruction are provided. If the school year extends beyond 222 duty days during a given school-year (e.g., August 1 through July 31); then a TP administrator will be compensated at the appropriate daily rate as of the 223rd working day. Should an emergency preclude completion of the full school-year, the TP administrator will be furloughed, separated, or his or her salary continued until the full school-year salary has been paid.

C. TP ISS Employees. The school-year for a TP ISS employee consists of 222 duty days (August 1 through July 31), the same schedule for TP administrators. TP ISS employees coordinate their 222-day schedule with their supervisors at the start of the school-year.

* D. Overseas School Year Calendars. Overseas school-year calendars issued by DoDEA may vary due to local customs and holidays. The calendars identify the first and last duty days of the school-year, instructional days, and recess days for TP educators and students. DoDEA provides a copy of school calendars to the servicing payroll office not later than 4 weeks prior to the first duty day of the new school-year. Any changes to the calendars will be submitted as soon as possible.

070103. Work Schedules

TP educators, TP administrators and TP ISS employees are scheduled to work in full or half-day increments and work either a seasonal part-time or seasonal full-time schedule. Substitute teachers work an intermittent work schedule.

*070104. Salary Schedules

The Department of Defense Wage and Salary Division (DoD WSD) conducts an annual survey of the salaries of urban school jurisdictions in the United States with 100,000 or more population in order to establish the rates of basic compensation for teachers and teaching positions in the DoD. The DoD WSD issues TP Pay Plan salary schedules in April or May of the current school-year. The schedules are effective retroactive to August 1 of the current school-year (i.e., the prior calendar year). Until the salary schedules for the current school-year are issued, TP educator, TP administrator and TP ISS employee salaries are based upon the prior school-year salary schedules. Separate salary schedules are issued for TP educator, management, specialist, and administrator positions for overseas school-year positions. Salary schedules are further differentiated by step and academic salary lane (i.e., Bachelor's, Bachelor's plus 15, Bachelor's plus 30, Master's, Master's plus 15, Master's plus 30, and Doctorate). The following TP salary schedules currently are in use:

| <u>Schedule</u> | <u>Category</u> | <u>Duty Days</u> |
|-----------------|--|------------------|
| A | Substitute Teachers | 190 |
| C | Educators and Specialists | 190 |
| D | Speech Pathologists or Social Workers | 190 |
| E | Guidance Counselors | 190 |
| F | School Psychologists | 190 |
| K | School Principals | 222 |
| L | Assistant Principals | 222 |
| M | Management and Education Specialist Positions | 190 |
| N | Management and Education Specialist Positions | 190 |
| O | Instructional Systems Specialist (ISS) – non supervisory | 222 |
| P | Supervisory Instructional System Specialist (ISS) | 222 |

***070105. Retroactive Pay Adjustment**

After a salary schedule is issued by the DoD WSD in April or May of the current school-year, the servicing human resources office will process a retroactive Pay Adjustment Standard Form (SF) 50 effective August 1 of the current school-year (i.e. prior calendar year). The servicing payroll office will then reconcile TP educator, TP administrator and TP ISS employee pay and make any necessary “retro payments” based on increases in salary. A Retroactive Pay Adjustment Worksheet is automatically generated by the Defense Civilian Payroll System (DCPS). The Customer Service Representative (CSR) downloads the worksheets from DCPS and distributes the worksheets to affected employees. The gross amount of the retroactive adjustment computed under the new salary schedules is subject to applicable withholdings (e.g., Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS), federal income tax, Social Security tax, Medicare tax, and state income tax). The biweekly deductions for basic and optional Federal Employees Group Life Insurance (FEGLI) normally increase for participating employees when retroactively adjusted. Thrift Savings Plan (TSP) contributions will also be adjusted for participating employees. For FERS employees who are eligible, the TSP basic one percent and matching employer contribution will be adjusted. When applicable, foreign post allowance and foreign post differential will be adjusted.

070106. Daily/Biweekly Pay

See section **0704** regarding compensation for TP educators, TP administrators, and TP ISS employees.

***070107. Step Increases**

A. Eligibility

1. A full-time TP educator assigned to a 190-day position may receive a regular (annual) step increase (steps 1 through 14) provided they have been in a pay status at least 150 duty days during their last previous school-year as a TP educator. Substitute teachers are not eligible for step increases.

2. A full-time TP educator assigned to a 190-day position may receive a longevity step increase (steps 15 through 18) provided they have been in a pay status at least 150 duty days during each of the previous four school years as a TP educator.

3. A half-time TP educator assigned to a 190-day position may receive a regular (annual) step increase (steps 1 through 14) provided they have been in a pay status at least one-half of 150 duty days during each of the previous 2 school years. A half-time TP educator may receive a longevity step increase (steps 15 through 18) after they have been in a pay status at least one-half of the 150 working-day minimum during each of the previous 8 school years.

4. A full-time TP administrator assigned to a 222-day position may receive an annual step increase (steps 1 through 10) provided they have been in a pay status at least 175 duty days during their last previous school-year as a TP administrator.

5. A full-time TP ISS employee assigned to a 222-day position may receive a regular (annual) step increase (steps 1 through 14) provided they have been in a pay status at least 175 duty days during their last previous school-year as a TP educator. Substitute teachers are not eligible for step increases.

6. A full-time TP ISS employee assigned to a 222-day position may receive a longevity step increase (steps 15 through 18) provided they have been in a pay status at least 175 duty days during each of the previous four school years as a TP educator.

7. A half-time TP ISS employee assigned to a 222-day position may receive a regular (annual) step increase (steps 1 through 14) provided they have been in a pay status at least one-half of 175 duty days during each of the previous 2 school years. A half-time TP educator may receive a longevity step increase (steps 15 through 18) after they have been in a pay status at least one-half of the 175 working-day minimum during each of the previous 8 school years.

8. A full-time TP educator assigned to a 190-day position may be entitled to receive an annual step increase (or service credit towards a longevity step) for the last satisfactory year of service, plus an additional annual step (or service credit) for the first year of absence, only upon return to duty after successfully completing a program of study or employment of one or more years under the Administrative Reemployment Rights program.

B. Effective Date. Step increases will be made effective August 1 of each school year following completion of the school-year. However, the step increase is not payable until the TP educator returns to duty for the subsequent year. The effective date of a step increase is not changed by movement to a higher or lower salary schedule.

070108. Late Arrival at Post

A. TP educators newly recruited from the Continental United States (CONUS) are appointed with the understanding that they will serve for an entire school-year or a

specified partial month. A TP educator who through no personal fault and as a result of transportation or processing delays after selection for appointment, arrives late at the post of assignment, will be administratively excused and paid as if they arrived on time and actually served during the lost time. The offer letter from DoDEA must be dated 14 days prior to the teacher's reporting date.

B. TP educators, other than as described in subparagraph 070108.A, who arrives late at the post of assignment after the start of the school-year, will not be paid for the duty days occurring prior to the day of arrival at the assigned post unless granted paid leave by the supervisor.

070109. Early Arrival at Post

A. TP educators who arrive at their post of assignment prior to the start of the school-year normally are not entitled to compensation until the start of the school-year except as provided in subparagraph 070109.B.

B. TP educators who are required to report at their post of assignment and perform work prior to the start of the school-year will be compensated at their daily salary rate from the prior school-year salary schedule for each day worked. (NOTE: This salary is not subject to retroactive adjustment.)

070110. Late Departure from Post

TP educators who are unable to depart promptly after the end of the school-year for personal reasons or because of circumstances beyond their control (e.g., lack of available transportation), are not entitled to compensation for the period between the end of the school-year and the date of departure.

070111. During Travel

While enroute during a permanent change of station (PCS) between school years, a TP educator is in a nonpay status; therefore, basic compensation is not received. While enroute during a permanent change of station (PCS) between school years, a principal or assistant principal otherwise in a nonpay, nonduty status will remain in a nonpay status and will receive appropriate per diem payments as provided in Volume 2, Joint Travel Regulation (JTR).

070112. Work at More than One Post of Assignment

A. When TP educators PCS during the school-year, action will be taken to ensure that, after working the scheduled duty days during the remaining pay periods at the new post of assignment, the TP educator will receive the full school-year salary to which he or she is entitled. If the total number of days actually worked during the school-year (to include paid leave) at the former duty station and the new duty station exceed 190, then the TP educator will be paid at the daily rate for any days worked in excess of 190 days.

* B. When TP administrators or TP ISS employees PCS during the school-year, action will be taken to ensure that, after working the scheduled duty days during the remaining pay periods at the new post of assignment, the TP administrator or TP ISS employee will receive the full school-year salary to which he or she is entitled. If the total number of days actually worked during the school-year (to include paid leave) at the former duty station and the new duty station exceed 222, then the employee will be paid at the daily rate for any days worked in excess of 222 days.

070113. Substitute Teachers

A. School Year Substitute Teachers. A substitute teacher will receive the flat daily rate prescribed under TP Salary Schedule A. The minimum increment paid for substitute work is one-half day.

B. Summer School Substitute Teachers. The daily rate for a summer school substitute teacher is provided in the TP Salary Schedule for “Other Compensation” and is two-thirds of the regular school-year substitute teacher rate established for the prior school-year (this salary is not subject to retroactive adjustment). For example, the prior school-year rate for a 2010 summer school substitute teacher is published in the 2009-2010 salary schedules. The minimum increment earned and paid is one-half day (the equivalent of one-third of the regular substitute teacher rate). Substitute teachers who teach an academic enrichment K-8 program during the summer recess period will be paid a stipend as authorized by the memorandum of understanding (MOU).

070114. Allowances and Differentials

TP Educators, TP administrators, and TP ISS employees may be entitled to certain allowances and differentials such as government quarters, living quarters allowance (LQA), temporary quarters subsistence allowance (TQSA), separate maintenance allowance (SMA), post allowance, post differential and/or storage of household goods. See paragraph 070406 for payment information on post allowances and foreign post differentials for TP Pay Plan employees. See paragraph 030402 for payment information on LQA, TQSA and SMA. A TP educator employed as a substitute is not entitled to government quarters, quarters allowance, post allowance, post differential, or storage of household goods.

0702 LEAVE

*070201. Accrual of Leave

A. TP Educators. Under 20 U.S.C. 904, TP educators (excluding substitute teachers) are entitled to cumulative leave with pay. This leave is identified as “educator leave.” If the school-year consists of less than 8 months, then leave accrues at the rate of 1 day for each calendar month worked or partial month. When the school year includes more than 8 months, an employee who serves the entire school-year is entitled to 10 days of cumulative educator leave with pay for the school-year. The full school-year accumulation of leave is credited to the

employee's leave record when the school-year begins (normally in August) or whenever the employee enters on duty (e.g., after the start of the school-year).

B. TP Administrators and ISS Employees. TP administrators and TP ISS employees are entitled to earn 10 days of cumulative educator leave with pay under 20 U.S.C. 904 and DS Regulation 5630.4. Leave is credited to the employee's leave record on August 1st of each year.

C. Liquidation of Unused Leave Upon Separation. If the TP educator, TP administrator, or TP ISS employee is separated for any reason before the school-year ends, then any leave that has been credited but not earned will be subtracted from the leave balance or, if already used, a debt will be established and appropriate collection action taken.

D. Leave Accrual for Part-Time TP Educators and Part-Time ISS Employees. TP educators and TP ISS employees who are regularly employed on a part-time basis earn leave in an amount proportionate to the amount of time the part-time employees are regularly employed as compared to full-time employment. Part-time ISS employees, such as those in a job sharing arrangement, will earn 6.5 days per year (or 4 hours a pay period, if less than 8 months remain in the school year).

Example 1: A part-time TP educator appointed to a part-time position for the full school-year. The TP educator is scheduled to work one-half day on each duty day during the regular school-year. The TP educator is entitled to accrue 10 half days (5 full days) of educator leave.

Example 2: A part-time TP educator appointed to a part-time position for the full school-year. The TP educator is scheduled to work each Tuesday and Thursday during the regular school-year. The TP educator is entitled to accrue two-fifths (4 days) of the 10 days of educator leave that would be earned during full-time employment.

Example 3: A part-time TP educator appointed to a part-time position for the last semester (one-half) of the school-year. The TP educator is scheduled to work one-half day on each scheduled duty day during the semester. The TP educator is entitled to accrue one-fourth (2.5 days) of educator leave.

E. Substitute Teachers. Substitute teachers are employed in TP positions on a temporary intermittent basis and are not entitled to earn leave.

F. Summer Recess Period. TP administrators and TP educators who perform activities during the summer recess period do not earn leave.

070202. Leave Usage

A. Minimum Charge. The minimum charge for educator leave is one-half day, and additional charges are in multiples thereof. An occasional absence from duty of less than one-half day may be excused for adequate reasons without charge to educator leave, at the

discretion of administrative authority. Leave charges are reported to the civilian payroll office on the TP educator's time and attendance report.

B. Authorized Absences. A TP educator, TP administrator, or TP ISS employee may use accrued educator leave during the school-year for the following:

1. Maternity purposes
2. Illness of the educator
3. Illness, contagious disease, or death in the immediate family of the educator that requires his or her absence
4. Any personal emergency

5. Any purpose. With the appropriate advance notice and prior approval of the supervisor, a TP educator, TP administrator, or TP ISS employee may use up to 3 days of leave in a given school-year for any purpose. Educator leave used for any purpose normally may not be used during orientation week or the first or last week of the school-year. An exception may be made when an employee has been accepted for an educational program and must report prior to the end of the school-year.

C. Summer Recess Period. Accrued educator leave may not be used during any summer recess period. An absence during a summer recess period is without pay.

D. Nonwork Days. Except for unique tours of duty established by the host nation (e.g., Bahrain), Saturdays, Sundays, regularly scheduled holidays (including U.S. holidays and host nation holidays) and other administratively authorized nonwork days are not normally days of leave. See 20 U.S.C. 904(b). Therefore, a TP educator, TP administrator and TP ISS employee who is in a nonpay status immediately preceding and following a scheduled holiday is not charged Leave Without Pay (LWOP) for the scheduled holiday.

070203. Advances of Leave

Under unusual circumstances, up to 30 days of educator leave (above the amount already credited for the current school-year) may be advanced to a TP educator, TP administrator, or TP ISS employee for use on any scheduled duty day within the school-year. Such advance is subject to subsequent earning of educator leave, or repayment upon separation for leave advanced but not earned. The immediate supervisor may approve requests for up to 10 days of advance educator leave. Requests in excess of 10 days of advance educator leave will be submitted to the Area Director or District Superintendent, as appropriate. Approved requests are submitted to the civilian payroll office by the CSR upon receipt from the approval official.

070204. Leave Without Pay (LWOP)

Up to 3 days of LWOP may be requested by a TP educator or TP ISS employee and approved by the immediate supervisor. The [Area Director or District Superintendent](#) may approve LWOP requests in excess of 3 days but less than 30 days. The [Area Director](#) may approve LWOP requests of 30 days or more. For TP administrators, LWOP in excess of 3 days, but less than 30 days, must be approved by the district superintendent. Requests for LWOP in excess of 30 days by TP administrators must be approved by the regional director or his or her delegate.

070205. Conversion of Leave for Federal Employees Transferring to DoDEA

A. [Sick Leave](#). An employee of the federal government or the District of Columbia who is transferred without a break in service from a position under a different leave system to a TP educator, TP ISS employee or TP administrator position is credited with sick leave immediately prior to the effective date of their conversion, transfer, promotion, or reappointment to a TP educator, TP ISS employee or TP administrator position. Sick leave so credited is included in the employee's balance of educator leave.

B. [Annual Leave](#). Annual leave is not credited to a TP educator's, TP ISS employee or TP administrator's balance of educator leave when he or she transfers without a break in service from a position under a different leave system. The employee will receive a lump-sum payment for accrued annual leave from the previous employer. However, TP administrators who were converted from [General Schedule \(GS\)](#) or [General Merit \(GM\)](#) positions to TP Salary Schedules K and L on October 11, 1987, were entitled to be credited for annual leave during the initial conversion.

070206. Transfer and Recredit of Educator's Leave

A. [Reappointed to Another TP Educator, TP ISS or TP Administrator Position](#). When a TP educator, TP ISS employee or TP administrator is separated from their current position and reappointed in another TP educator, TP ISS or TP administrator position without a break in service of more than three years, the employee's educator leave is certified to the employing agency for credit as sick leave on the [SF 1150](#) (Record of Leave Data).

B. [Reappointed to Federal Position](#). When a TP educator, TP ISS employee or TP administrator separates from his or her position and is reappointed without a break in service to another federal position subject to another leave act, his or her leave account is certified to the employing agency for credit in accordance with [Title 5, Code of Federal Regulations, section 630.501](#).

C. [Temporary Employment During Recess](#). If a TP educator, TP ISS employee or TP administrator accepts temporary employment with the federal government in a non-TP educator position during a recess period, then their educator's leave account will not be transferred to the leave account of the summer position. Any sick leave earned during the temporary summer employment will be credited and any unused sick leave balance will be

transferred to the educator's leave account when they return to duty in their regular TP educator or TP administrator position.

070207. Liquidation of Leave Upon Separation

A. Any annual leave earned under a different leave system and remaining to the credit of a TP educator, TP administrator, or TP ISS employee upon his or her separation will be liquidated by a lump-sum payment in accordance with [5 U.S.C. 5551](#) and [20 U.S.C. 904\(f\)](#).

B. Educator leave may not be liquidated upon separation through lump-sum payment. Educator leave includes leave earned by a TP educator, TP administrator or TP ISS employee, or leave that was included in his or her leave balance pursuant to subparagraph 070205.A.

070208. Sabbatical Leave

Year-long educator leave at half-pay (sabbatical leave) may be authorized for a TP educator, TP ISS employee and TP administrator for educational purposes, when the course of study is determined to be appropriate by the [Area Director](#). No [SF 50](#) is required to be processed. The approved request for training, however, should reflect that the TP educator, TP ISS employee or TP administrator will be in an LWOP status one-half of each day during the year-long period.

A. Benefits and Entitlements During Sabbatical Leave. TP educators and TP administrators granted sabbatical leave at half-pay will continue to receive life insurance and health benefits coverage in the same manner as if they were in full-pay status. Retirement contributions will be deducted for only one-half year; however, the employee is entitled to credit for a full year toward retirement. Educator leave is not earned, nor should it be deducted (i.e., used) from the employee's leave account during the training period. Any pay step increase that would have been authorized should be processed as if the TP educator or TP administrator had worked a full school-year.

B. Pay-status Reporting During Sabbatical Leave. The TP educator's or TP administrator's work schedule should not change during sabbatical leave. Therefore, the time and attendance report for each pay period should reflect that the employee is in an LWOP status one-half of each day.

0703 PAY STATUS DURING SCHOOL-YEAR AND SUMMER RECESS

070301. School-Year

A TP educator's school-year consists of 190 duty days. In most overseas locations, these duty days fall on days during the normal workweek (i.e., Monday through Friday). A TP educator, however, does not work every Monday through Friday during the school year because of nonduty days during recess periods (i.e., Thanksgiving, winter and spring recess; federal holidays; and certain host-nation holidays). As a result, the school-year (i.e., from the TP

educator's first through last duty day) may include 22 pay periods, with approximately 213 days, Monday through Friday, between the TP educator's first and last duty day of the school-year. As such, there are typically 21 full pay periods, plus 3 additional days in the 22nd pay period in a given school-year.

070302. Summer Recess

During the summer recess period, while school is not in session, TP educators ordinarily are in a nonpay status. No SF 50 is required to place TP educators in a nonpay status or to return them to duty status at the beginning of the following school-year. TP educators who are returning to duty for the following full school-year are entitled to have living quarters allowance (LQA) payments continued during the summer recess period, in accordance with the [DSSR](#), Chapter 100 and Chapter 700, although in a nonpay status. Civilian payroll offices, however, retain such TP educators in a pay status during the summer recess solely to facilitate payment of LQA. The [servicing human resources office](#) will notify the servicing civilian payroll office of any change (e.g., transfer, resignation, or retirement) in the status of TP educators.

0704 COMPENSATION

*070401. TP Educators with a 190-Day School-Year

A. [Daily/Biweekly Rate](#). TP educators earn pay at a rate that differs from the typical rate used to pay employee salaries. If the usual pay calculations were used, the TP educator's seasonal work schedule, in conjunction with recess periods, would cause pay to fluctuate during each pay period of the school-year. Therefore, in order to provide consistency, the biweekly pay for TP educators is calculated using the following information and formulas:

1. [Duty Days and "Daily Rate" or "190 Rate" for TP Educators](#). The number of duty days in the school-year is 190. The TP educator's daily rate, or "190-Rate," is the school-year salary divided by 190.

2. [School-Year Days and "School-Year Rate" or "213-Rate" for TP Educators](#). For most school years, the school-year days will total 213 or 214 days, depending on the calendar year. School-year days equal the total number of days (Monday through Friday) falling within a TP educator's first through last duty day during the school-year. School-year days include 190 duty days, as well as all other nonwork recess days that occur on Monday through Friday during the regular school-year. Nonwork recess days include federal holidays (e.g., Labor Day) and school recess days (e.g., spring recess) when TP educators are not normally scheduled to work. The number of school-year days is used to determine a TP educator's school-year rate, or "213-Rate." The school-year rate is the daily rate used to provide a uniform payment for each biweekly pay period. The school-year rate is multiplied by 10 days in order to determine the TP educator's biweekly basic pay amount. TP educators who elect biweekly payments over 260 or 261 days will have the school-year rate determined by dividing the school-year salary by 260 or 261 days.

3. Formula for TP Educator's Biweekly Pay. A TP educator's salary is normally paid out over 21 full and 1 partial pay periods. The following formula may be used to calculate the biweekly pay:

1. School-Year Salary divided by 213, 214, 260 or 261 =
School-Year Rate

2. School-Year Rate multiplied by 10 days = Biweekly Pay

B. TP Educator Post Allowance. See paragraph 070406 regarding post allowances. In computing the post allowance for TP educators paid on a 190-day school-year basis, divide the total annual amount of post allowance payable by the number of calendar days in the school-year (i.e. school-year days plus weekend days) to obtain the daily rate. Multiply the daily rate by the number of calendar days in the pay period (normally 14).

C. Reducing Pay for Absences Without Pay. For TP educators on non-paid absence (e.g., LWOP or absence without leave (AWOL)), the biweekly pay is reduced by 1/190th of the school-year salary for each scheduled duty day that the TP educator is in a non-paid status. Since the TP educators are not paid for federal holidays or recess periods, the biweekly pay shall not be reduced when the TP educator is in a non-paid status before or after a federal holiday or recess day.

D. Biweekly Pay for TP Educators Beginning Work After Start of School-Year. When the TP educator is appointed after the school year has started, the school-year salary must be adjusted according to the number of duty days remaining in the school-year. Multiply the daily rate ("190-Rate") by the number of duty days remaining in the school-year in order to obtain the "adjusted school-year salary." To determine the biweekly pay, divide the adjusted school-year salary by the remaining number of school-year days, and then multiply by 10 days. The following formulas may be used to calculate the biweekly pay for TP educators who begin work after the start of the school-year:

1. "190-Rate" multiplied by Duty Days Remaining = Adjusted
School-Year Salary

2. Adjusted School-Year Salary divided by School-Year Days
Remaining = Adjusted School-Year Daily Rate

3. Adjusted School-Year Daily Rate multiplied by 10 days =
Biweekly Pay

Example: A TP educator reports for work after the beginning of the school-year and receives a salary of \$38,000 for working a full school-year (i.e., 190 duty days). The TP educator would have a "190-Rate" (daily rate) of \$200.00 (\$38,000/190). This salary normally would be paid out over 213 school-year days. However, the TP educator in this example begins work on October 1. Due to the late start, 23 duty days (August through September) will not be worked. The school-year calendar indicates that 167 (190 - 23) duty days remain in the school-year.

Thus, the “adjusted school-year salary” would be \$33,400 ($\200.00×167). To determine how the adjusted school-year salary of \$33,400 will be paid biweekly, the remaining school-year days must be identified. In this example, 188 school-year days remain (167 duty days + nonwork recess days). The adjusted school-year daily rate is computed as follows: $\$33,400/188 = \177.66 . The biweekly pay equals the adjusted school-year daily rate multiplied by 10: $\$177.66 \times 10 = \$1,776.60$.

E. TP Educators Who Separate Before the End of the School-Year. When a TP educator separates (i.e., resigns, retires, or dies) before the end of a school-year, the school-year salary must be adjusted according to the number of duty days already worked. The adjusted school-year salary is determined by multiplying the daily rate (“190-Rate”) by the number of duty days worked (including any days in a paid leave status). The following formula may be used to calculate the adjusted school-year salary for TP Educators who separate before the end of the school-year:

(School-Year Salary divided by 190) multiplied by the number of duty days worked = Adjusted School-Year Salary for Separated TP Educators

Example: A TP educator separates before the end of the school-year. The TP educator has been receiving a school-year salary of \$38,000 at the “190-Rate” (daily rate) of \$200.00 ($\$38,000/190$). This salary normally would be paid out over 21 full and 1 partial pay periods. Should the TP educator resign after working only 120 of the scheduled 190 duty days in the school-year, the adjusted school-year salary would be \$24,000 ($\200.00×120). Any difference between the adjusted school-year salary and the salary actually paid to date must be reconciled.

*070402. TP Administrators with a 222-Day School-Year (Non-ISS)

A. Daily/Biweekly Rate. TP administrators earn pay at a rate that differs from the typical rate used to pay employee salaries. If the usual pay calculations were used, the TP administrator’s seasonal work schedule, in conjunction with recess periods, would cause pay to fluctuate during each pay period of the school-year. Therefore, in order to provide consistency, the biweekly pay for TP administrators is calculated using the following information and formulas:

1. Duty Days and “Daily Rate” or “222 Rate” for TP Administrators. The number of duty days in the school-year for TP administrators is 222. The TP administrator’s daily rate, or “222-Rate,” is the school-year salary divided by 222.

2. School Year-Days and “School-Year Rate” or “260 Rate” for TP Administrators. The school-year days for TP administrators will total 260 or 261 days, depending on the calendar year. Thus, the days during the school-year include those days that fall within, as well as outside of, the school-year for TP educators. School-year days for TP administrators include 222 duty days, as well as all other nonwork recess days that occur on Monday through Friday during the regular school-year. Nonwork recess days include federal holidays (e.g., Labor Day) and school recess days (e.g., spring recess) when TP administrators are not normally scheduled to work. The number of school-year days is used to determine a TP

administrator's school-year rate, or "260-Rate." The school-year rate is the daily rate used to provide a uniform payment for each biweekly pay period. The school-year rate is multiplied by 10 days in order to determine the TP administrator's biweekly basic pay amount.

3. Formula for TP Administrator's Biweekly Pay. A TP administrator's salary is normally paid out in even payments over 26 pay periods. The following formula may be used to calculate the biweekly pay:

a. School-Year Salary divided by 260 or 261 = School-Year Rate

b. School-Year Rate multiplied by 10 days = Biweekly Pay

B. TP Administrator Post Allowance. In addition to basic pay, TP administrators are entitled to a post allowance for employees assigned to foreign areas where the cost of goods and services is substantially higher. See 20 U.S.C. 906. To compute the foreign post allowance for a TP administrator, divide the total annual amount of post allowance payable by 365 calendar days, or 366 during leap year. See paragraph 070406 for additional information regarding post allowance.

C. Reducing Pay for Absences Without Pay. For TP administrators on non-paid absence (e.g., LWOP or AWOL) the biweekly pay is reduced by 1/222th of the school-year salary for each scheduled duty day that the TP administrator is in a non-paid status. Since TP administrators are not paid for federal holidays or recess periods, the biweekly pay is not reduced when the TP administrator is in a non-paid status before or after a federal holiday or recess day.

D. Biweekly Pay for TP Administrators Beginning Work After Start of School-Year. When a TP administrator is appointed after August 1st and will not work 222 duty days by July 31st, the school-year salary must be adjusted according to the number of actual duty days remaining in the school-year. Multiply the daily rate ("222-Rate") by the number of duty days remaining in the school-year in order to obtain the "adjusted school-year salary." To determine the biweekly pay, divide the adjusted school-year salary by the remaining number of school-year days and then multiply by 10 days. The following formulas may be used to calculate the biweekly pay for TP administrators who begin work after the start of the school-year:

1. "222-Rate" multiplied by Duty Days Remaining = Adjusted School-Year Salary

2. Adjusted School-Year Salary divided by School-Year Days Remaining = Adjusted School-Year Daily Rate

3. Adjusted School-Year Daily Rate multiplied by 10 = Biweekly Pay

Example: A TP administrator reports for work after the beginning of the school-year and receives a salary of \$55,500 for working a full school-year (i.e., 222 duty days). The TP administrator has a "222-Rate" (daily rate) of \$250.00 (\$55,500/222). This salary normally

would be paid out in even payments over 26 pay periods. However, the TP administrator in this example begins work on September 15. Due to the late start, 33 duty days will not be worked. The TP administrator will work only 189 of the duty days remaining by July 31st. Thus, the adjusted school-year salary would be \$47,250 ($\250.00×189). To determine how the adjusted school-year salary of \$47,250 will be paid biweekly, the remaining school-year days must be identified. In this example, 228 school-year days remain (189 duty days + nonwork recess days). The adjusted school-year daily rate is computed as follows: $\$47,250/228 = \207.24 . The biweekly pay equals the adjusted school-year daily rate multiplied by 10: $\$207.24 \times 10 = \$2,072.40$.

E. TP Administrators Separating Before End of School-Year. When a TP administrator separates (i.e., resigns, retires, or dies) before the end of a school-year, the school-year salary must be adjusted according to the number of duty days already worked. The adjusted school-year salary is determined by multiplying the daily rate (“222-Rate”) by the number of duty days worked (including any days in a paid leave status). The following formula may be used to calculate the adjusted school-year salary for TP administrators who separate before the end of the school-year:

(School-Year Salary divided by 222) multiplied by the number of
duty days worked = Adjusted School-Year Salary for Separated TP Administrators

Example: A TP administrator separates before the end of the school-year. The TP administrator has been receiving a school-year salary of \$55,500 at the “222-Rate” (daily rate) of \$250.00 ($\$55,500/222$). This salary normally would be paid out over 26 pay periods. Should the TP administrator resign after working only 120 of the scheduled 222 duty days in the school year, the adjusted school-year salary would be \$30,000 ($\250.00×120). Any difference between the adjusted school-year salary and the salary actually paid to date must be reconciled.

*070403. TP ISS Employees with a 222-Day School-Year

A. Daily/Biweekly Rate. TP ISS employees build their own calendar to schedule 222 duty days out of the 260-day (or 261-day) school-year. The remaining 38 (or 39) days in the school-year are considered nonwork days for the purposes. The schedule is established by the TP ISS employee and approved by the supervisor. If the TP ISS employee schedules work on a federal holiday, then the employee will not receive holiday pay and will still have the same number of nonwork days (38 or 39) in the school-year. However, if the employee schedules work on a holiday or a Sunday when normal school operations are in session, the employee is entitled to the appropriate premium pay. For example, if school is in session on Sundays due to local custom and the TP ISS employee’s approved schedule allows for Sunday as a work day, the employee is entitled to Sunday premium pay. However, if Sunday is not normally a work day for school staff and the TP ISS employee schedules Sunday as a work day, the employee is not entitled to Sunday premium pay. To provide consistency, the biweekly pay is calculated as follows:

1. Duty Days and “Daily Rate” or “222 Rate” for TP ISS Employees. The number of duty days in the school-year to TP ISS employees is 222. The TP ISS employee’s daily rate, or “222-Rate,” is the school-year salary divided by 222.

2. School-Year Days and “School-Year Rate” or “260 Rate” for TP ISS Employees. The school-year days for TP ISS employees will total 260 or 261 days, depending on the calendar year. Thus, the days during the school-year include those days that fall within, as well as outside of, the school-year for TP educators. The school-year days for TP ISS employees include 222 duty days, as well as all nonwork recess days that occur on Monday through Friday during the regular school-year. Nonwork recess days include federal holidays (e.g., Labor Day) and school recess days (e.g., spring recess) when TP ISS employees are not normally scheduled to work. However, due to the flexibility in their schedule, TP ISS employees may elect to work on any federal holiday (but will not receive holiday pay) and may schedule their nonwork days on days that other educators generally work. The number of school-year days is used to determine a TP ISS employee’s school-year rate, or “260-Rate.” The school-year rate is the daily rate used to provide a uniform payment for each biweekly pay period. The school-year rate is multiplied by 10 days in order to determine the TP ISS employee’s biweekly basic pay amount.

3. Formula for TP ISS Employee’s Biweekly Pay. A TP ISS employee’s salary is normally paid out in even payments over 26 pay periods. The following formula may be used to calculate the biweekly pay:

- a. School-Year Salary divided by 260 or 261 = School-Year Rate
- b. School-Year Rate multiplied by 10 days = Biweekly Pay

B. TP ISS Employee Post Allowance. In addition to basic pay, TP ISS employees are entitled to a post allowance under 20 U.S.C. 906. To compute the foreign post allowance for a TP ISS employee, divide the total annual amount of post allowance payable by 365 calendar days, or 366 during leap year.

C. Reducing Pay for Absences Without Pay. For TP ISS employees on non-paid absence (e.g., LWOP or AWOL) the biweekly pay is reduced by 1/222th of the school-year salary for each scheduled duty day that the TP ISS employee is in a non-paid status. Since TP ISS employees are not paid for scheduled nonwork days, the biweekly pay is not reduced when the TP ISS employee is in a non-paid status before or after a scheduled nonwork day.

D. Biweekly Pay for TP ISS Employees Beginning Work After Start of School-Year. When a TP ISS employee is appointed after August 1st and will not work 222 duty days by July 31st, the school-year salary must be adjusted according to the number of actual duty days remaining in the school-year. Multiply the daily rate (“222-Rate”) by the number of duty days remaining in the school-year in order to obtain the “adjusted school-year salary.” To

determine the biweekly pay, divide the adjusted school-year salary by the remaining number of school-year days and then multiplying by 10 days. The following formulas may be used to calculate the biweekly pay for TP ISS employees who begin work after the start of the school-year:

1. “222-Rate” multiplied by Duty Days Remaining = Adjusted School-Year Salary

2. Adjusted School-Year Salary divided by School-Year Days Remaining = Adjusted School-Year Daily Rate

3. Adjusted School-Year Daily Rate multiplied by 10 = Biweekly Pay

Example: A TP ISS employee reports for work after the beginning of the school-year and receives a salary of \$55,500 for working a full school-year (i.e., 222 duty days). The TP ISS employee has a “222-Rate” (daily rate) of \$250.00 (\$55,500/222). This salary normally would be paid out in even payments over 26 pay periods. However, the TP ISS employee in this example begins work on September 15. Because of their late start, it may be difficult to schedule all 222 duty days by July 31 (in this example, the employee can only schedule 189 duty days for the rest of the school-year). The adjusted school-year salary equals the daily rate multiplied by the total number of scheduled duty days remaining. Thus, the adjusted school-year salary would be \$47,250 (\$250.00 x 189). To determine how the adjusted school-year salary of \$47,250 will be paid biweekly, the remaining school-year days must be identified. In this example, 228 school-year days remain. The adjusted school-year daily rate is computed as follows: \$47,250/228 = \$207.24. The biweekly pay equals the adjusted school-year daily rate multiplied by 10: \$207.24 x 10 = \$2,072.40.

E. TP ISS Employee Separating Before End of School-Year. When a TP ISS employee separates (i.e., resigns, retires, or dies) before the end of a school-year, the school-year salary must be adjusted according to the number of actual duty days already worked. The adjusted school-year salary is determined by multiplying the daily rate (“222-Rate”) by the number of duty days worked (including any days in a paid leave status). The following formula may be used to calculate the adjusted school-year salary for TP ISS employees who separate before the end of the school-year:

(School-Year Salary divided by 222) multiplied by the number of duty days worked = Adjusted School-Year Salary for Separated TP ISS Employees.

Example: A TP ISS employee separates before the end of the school-year. The TP ISS employee has been receiving a school-year salary of \$55,500 at the “222-Rate” (daily rate) of \$250.00 (\$55,500/222). This salary normally would be paid out over 26 pay periods. Should the employee resign after working only 120 of the scheduled 222 duty days in the school-year, the adjusted school-year salary would be \$30,000 (\$250.00 x 120). Any difference between the adjusted school-year salary and the salary actually paid to date must be reconciled.

F. TP ISS Step Increases. While TP ISS employees work a 222 day school year, step increases are treated like regular school-year appointments for classroom educators (described in section 070107). TP ISS employees have 18 steps, of which the first 14 are applied annually (provided the employee works at least 175 days in the preceding school year, similar to other 222 day positions in section 070107). Steps 15 through 18 are longevity steps and follow the same rules as defined in section 070107. All other rules on step increases found in section 070107 apply to TP ISS employees.

*070404. Premium Pay, Sunday Work, and Holiday Work

A. Overtime and Compensatory Time. TP educators and TP administrators are not eligible for overtime pay or compensatory time off.

B. Work Performed on Sunday. TP educators appointed to a 190-day position whose regular tour of duty requires them to work on a Sunday are entitled to basic pay, plus a premium of 25 percent of the daily rate (“190-Rate”). TP administrators on a 222-day position whose regular tour of duty requires them to work on a Sunday (providing that is part of the 190 duty-day school-year or within summer school session) are entitled to basic pay, plus premium pay at a rate equal to 25 percent of the regular daily rate (“222-Rate”). If a TP ISS educator works on a Sunday when normal school operations are in session, then the employee is entitled to the appropriate premium pay. See subparagraph 070403.A. for TP ISS employees.

C. Work Performed on a Federal Holiday. TP educators appointed to a 190-day position whose regular tour of duty requires them to work on any following holidays is entitled to basic pay, plus premium pay at a rate equal to the daily rate. TP administrators on a 222-day position whose regular tour of duty requires them to work on any following holidays (providing that is part of the 190 duty-day school-year or within summer school session) is entitled to basic pay, plus premium pay at a rate equal to the daily rate. If a TP ISS employee schedules work on a federal holiday, then the employee typically will not receive holiday pay. However, if the TP ISS employee schedules work on a federal holiday when normal school operations are in session, the TP ISS employee is entitled to the appropriate premium pay. See subparagraph 070403.A. for TP ISS employees.

1. New Year’s Day, January 1
2. Dr. Martin Luther King Day, third Monday in January
3. President’s Day, third Monday in February
4. Memorial Day, last Monday in May
5. Independence Day, July 4
6. Labor Day, first Monday in September
7. Columbus Day, second Monday in October

8. Veteran's Day, November 11
9. Thanksgiving Day, fourth Thursday in November
10. Christmas Day, December 25

*070405. Employment During the Summer Recess Period

A. TP Educators. TP educators are placed in a nonpay/nonduty status during the summer recess period; however TP educators may receive pay for certain duties performed during the summer recess period. A TP educator who participates in a non-summer school related activity (e.g., agency sponsored and approved training, early return, and late departure) during the summer recess period receives compensation at a daily rate of 1/190th of the prior school-year salary. A TP educator who participates in a summer school related activity (e.g. teaching) receives two-thirds of the daily rate of the prior school-year salary. The minimum increment earned and paid for most summer recess period activities is one-half day. TP educators who work an academic enrichment K-8 program during the summer recess period will be paid a stipend as authorized by a MOU. A TP educator receives payment for participation in summer recess activities via the submission of a memorandum by DoDEA to the civilian payroll office, similar to the one used to authorize payment for extra-duty assignments. This period of employment is exempt from dual pay provisions, as provided by 5 U.S.C. 5533(d)(7)(D) and is not subject to CSRS, FERS, FEGLI, or TSP deductions.

B. TP Administrators and TP ISS Employees. A TP administrator or TP ISS employee who participates in a non-summer school related activity (e.g., agency sponsored and approved training) during the summer recess period that is in excess of the 222-day work year, receives compensation at a daily rate of 1/222nd of the prior school-year salary. A TP administrator or TP ISS employee who participates in a summer school related activity receives two-thirds of the daily rate of the prior school-year salary. The minimum increment earned and paid for all summer recess period activities is one-half day. A TP administrator or TP ISS employee receives payment for participation in summer recess activities via the submission of a memorandum by DoDEA to the civilian payroll office, similar to the one used to authorize payment for extra-duty assignments. This period of employment is exempt from dual pay provisions, as provided by 5 U.S.C. 5533(d)(7)(D) and is not subject to CSRS, FERS, FEGLI, or TSP deductions.

070406. Post Allowance and Foreign Post Differential

Payment of allowances and/or differentials is determined in accordance with the Department of State Standardized Regulations (DSSR), and DoDI 1400.25, subchapter 1250.

A. Post Allowance. In addition to basic pay, under 20 U.S.C. 906, full-time TP educators, TP administrators, and TP ISS employees are eligible to receive a post allowance for employees assigned to a foreign area where the cost of goods and services is substantially higher. The amount paid is a flat rate based on the employee's basic salary, family size and post assignment. The amount of the annual foreign post allowance is located on the SF 1190

(Foreign Allowances Application, Grant and Report). If an employee's annual salary is adjusted, then the post allowance may also be adjusted and if so, the daily rate should be recomputed. Daily rates are computed as follows:

1. TP Educator Post Allowance Daily Rate. To compute the post allowance for TP educators paid on a 190-day school-year basis, divide the total annual amount of post allowance payable (as shown on the SF 1190) by the number of calendar days in the school-year (i.e. school-year days plus weekend days) to obtain the daily rate. Multiply the daily rate by the number of calendar days in the pay period (normally 14). See also subparagraph 070401 B.

2. TP Administrator Post Allowance Daily Rate. To compute the foreign post allowance for a TP administrator, divide the total annual amount of post allowance payable (as shown on the SF 1190) by 365 calendar days, or 366 during leap year. See also subparagraph 070402.B.

3. TP ISS Employee Post Allowance Daily Rate. To compute the foreign post allowance for a TP ISS employee, divide the total annual amount of post allowance payable (as shown on the SF 1190) by 365 calendar days, or 366 during leap year. See also subparagraph 070403.B.

* B. Foreign Post (Hardship) Differential. A TP educator, TP administrator, or TP ISS employee may be paid a foreign post (hardship) differential under Chapter 500 of the DSSR. The foreign post differential is additional compensation paid to an eligible employee in a foreign area where conditions of the environment differ substantially from conditions in the United States and additional compensation is available as a recruitment and retention incentive. The foreign post differential is compensated based on 5 to 35 percent over basic compensation. The Department of State periodically reviews and updates rates based on changes in living conditions at various foreign posts. Rates are subject to change at any time. Additionally, any adjustment in an employee's annual salary may cause the foreign post differential to be adjusted. For example, assume that the current foreign post differential authorized for a TP educator in Ankara, Turkey is 10 percent of the TP educator's basic compensation. If their basic compensation during the current school-year is \$45,000, but is adjusted upward to \$50,000, then the adjusted foreign post differential amount authorized for payment to the TP educator would be \$5,000. The authorized foreign post differential percentage would not change and would remain consistent with the dollar amount paid to the TP educator during that school-year.

*070407. Extra-Duty Program for TP Educators

This program applies to certain DoDDS employees who are employed under the TP pay plan who are assigned extra-duty assignments, such as coaching, activity sponsorship, or dormitory work, in addition to regular school duties. See DS Regulation 5550.9, "Compensation for Extra-Duty Assignments." Extra-duty compensation is paid when extra-duty assignments are conducted and completed outside the TP educator's duty day. When a TP educator is selected to perform an extra-duty assignment, the TP educator and school principal will sign an MOU. The MOU will identify the extra-duty assignment, and will include a description of duties, the hourly

range (i.e., the number of hours predicted to complete the extra-duty assignment), the amount of compensation, and a statement that the duties will not be performed during duty hours when school is in session. TP administrators are not eligible for extra-duty assignments and any extra-duty activities performed by a TP administrator will be considered voluntary. Compensatory time and holiday pay are not authorized forms of extra duty compensation.

* A. Compensation for Extra-Duty Assignments

1. Requirements for Pay. The rate of compensation for completing an extra-duty assignment is published by the DoD WSD as part of the yearly DoDDS salary schedules (“Schedule for Other Compensation”). The minimum number of hours established for a particular activity must be performed and the activity must be completed before payment is made. The TP administrator must certify that the extra-duty assignment has been completed satisfactorily and that compensation is authorized. The TP administrator will forward a memorandum to the civilian payroll office as soon as possible, but not later than May 31st, to facilitate payment by the end of the school-year.

2. Hourly Range of Assigned Duties. The Direction of DoDEA determines an appropriate hourly range for the completion of each type of authorized extra duty activity. The following hourly ranges have been established by the DoD WSD for extra-duty compensation:

- a. 1 - 19 hours
- b. 20 - 39 hours
- c. 40 - 79 hours
- d. 80 - 119 hours
- e. 120 - 159 hours
- f. 160 – 199 hours
- g. 200 hours and over

3. Reducing Compensation for Fewer Hours Worked. If the TP administrator determines the extra-duty assignment has been completed satisfactorily in less time than identified in the approved MOU, then compensation must be reduced and the TP educator should be compensated at the rate established for the appropriate lower hourly range. When the hours worked fall short of the original range, or a TP educator is unable to complete the extra-duty assignment for a reason acceptable to the TP administrator, a lesser payment than the amount indicated in the approved MOU is paid on a pro rata basis. The formula for computing a lesser payment is the mid-point hour of the appropriate hourly range divided into the hours actually worked, the result then multiplied by the dollar value assigned to the regular hourly category. For the 200 and over range, the mid-point is 220.

Example: A TP educator works 10 hours towards a 20-39 hourly range extra-duty assignment (\$720 for School-Year (SY) 2004-2005). When the mid-point (30 hours) is divided into the hours worked (10 hours), and the results rounded to two decimal places (.33) and is multiplied by the dollar value of the hourly range for the duty (.33 x \$720), the payment due will be \$237.60.

4. Substitutes. Substitute teachers are compensated using the rate of compensation for completing an extra-duty assignment as published by the DoD WSD.

* B. Extra-Duty as Dormitory Counselor. A TP educator assigned to a dormitory counselor, or supervisory dormitory counselor position, may receive additional compensation identified as “Condition of Employment Compensation” and “Additional Hours Compensation.” See DS Regulation 5550.9 at App. H.

1. Condition of Employment Compensation. This is compensation for all sleep-in time and all night, holiday, and Sunday work. The remarks section of the SF 50 is annotated to indicate the employee is entitled to receive Condition of Employment compensation. Condition of Employment compensation is pro-rated over the school-year and is paid on a bi-weekly basis while the dormitory counselor is in a pay status during the school-year. The amount of Condition of Employment compensation is published annually by the DoD WSD and is based on the employee’s work schedule. The rates of Condition of Employment compensation is paid at either the 5-day, 40 hour rate, or the 7-day, 40 hour rate, and is based upon whether the dormitory counselor works a 5 or 7 day tour of duty. For example, during SY 2004-2005, the Condition of Employment compensation was \$1,625 in a 5-day dormitory and \$3,285 in a 7-day dormitory.

2. Additional Hours Compensation

a. This is compensation paid to a dormitory counselor for scheduled or unscheduled additional work in excess of regularly scheduled work during the pay period in a 5-day or 7-day dormitory. Additional Hours compensation is available for such activities as: coordination with teachers, counselors, parents, and medical and military officials of the base; arranging for dormitory activities; and interruption of sleep-in time to perform substantive duties. Additional Hours compensation may be paid for each full hour worked (scheduled or unscheduled) and is paid on a bi-weekly basis upon completion and certification of the time worked. Compensation for Additional Hours is certified on the time and attendance report by the immediate supervisor. The number of additional hours paid during the school-year will not exceed 190 hours regardless of the number of hours worked and may not exceed the annual rate established by the DoD WSD for Additional Hours compensation.

b. To calculate the maximum amount payable in a 5-day dormitory, subtract the 5-day, 40 hour rate, published on the DoD WSD schedule from the 5-day, 45 hour rate. The difference is the maximum amount authorized for Additional Hours compensation in a 5-day dormitory during the school-year. For the 7-day dormitory, subtract the 7-day, 40 hour rate, from the 7-day, 45 hour rate, to calculate the maximum amount payable for Additional Hours.

Example: Using a SY 2004-2005 schedule for a 5-day, 40 hour dormitory, subtract \$1,625 (5-day, 40 hour rate) from \$8,475 (5-day, 45 hour rate). The result is \$6,850 which is the maximum school-year amount payable for Additional Hours during SY 2004-2005. The hourly rate to be paid for Additional Hours in this example is \$36.05 for a 5-day, 40 hour dormitory ($\$6,850/190$ (maximum number of Additional Hours to be worked during the SY) = \$36.05).

3. Substitutes. Substitute teachers are authorized to substitute for dormitory counselors and are compensated in accordance with the Schedule A salary schedule published by the DoD WSD.

070408. Accelerated Deductions of Premiums and Allotments for TP Educators

A. FEGLI and FEHB Accelerated Premium Deductions. Deductions for FEGLI and FEHB premiums from a TP educator working a 190-day work schedule are accelerated in order to allow for the total annual premiums to be paid in 22 pay periods, rather than 26 pay periods. Accelerated premium deductions over the course of 22 pay periods allows the employee to maintain coverage and pay no additional premiums during the summer recess when the TP educator is in nonpay status. The coverage period typically runs from the first duty day of the school-year until the day prior to the first duty day of the next school-year. Accelerated premium deductions are not required for a TP administrator or TP ISS employee assigned to a 222-day work schedule.

B. Calculation of Accelerated Premium Deduction for FEGLI and FEHB

1. FEGLI. To determine the amount of the accelerated biweekly premium deduction for FEGLI, first determine the normal (i.e., 26 pay period) biweekly premium rate deducted for other federal employees in the same salary bracket. Convert the biweekly rate to an annual rate by multiplying the biweekly rate by 26 (to arrive at the amount to be paid for the entire calendar year). Second, divide the annual rate by 22 (the number of pay periods over which the TP educator is normally paid) in order to determine the accelerated premium deduction for each pay period for the TP educator. The calculation applies to both basic and optional insurance. For optional insurance, use the age band rate to convert the biweekly rate to an annual rate. The following formula may be used to calculate the accelerated premium deduction amount:

a. $\text{Biweekly Premium Rate} \times 26 \text{ Pay Periods} = \text{Annual Premium Rate}$

b. $\text{Annual Premium Rate} \text{ divided by } 22 = \text{Accelerated Premium Deduction for TP}$

2. FEHB. To determine the accelerated biweekly premium amount deducted from a TP educator's pay for FEHB, first determine the normal (i.e., 26 pay periods) biweekly premium rate deducted for other federal employees. Convert the biweekly rate to an annual rate by multiplying the biweekly rate by 26 (to arrive at the amount to be paid for the entire calendar year). Second, divide the annual rate by 22 (the number of pay periods over

which the TP educator is normally paid) in order to determine the accelerated premium deduction for each pay period for the TP educator.

3. Accelerated Deductions Beginning After the Start of the School-Year. If the TP educator begins work after the first scheduled duty day of the school-year, then the total annual premium rate for FEGLI and FEHB must be reduced by a proportionate amount for the coverage period remaining (i.e. through the day prior to the first scheduled duty day of the next school-year). Divide the reduced annual premium rate by the number of pay periods remaining in order to determine the accelerated premium deduction amount. The following formula may be used to calculate the accelerated premium deduction amount:

$$\text{Reduced Annual Premium Rate divided by Number of Pay Periods Remaining} = \text{Accelerated Premium Deduction}$$

C. Coverage Upon Separation or Movement under FEGLI and FEHB. If a TP educator resigns at the close of the school-year and he or she has elected coverage under FEGLI and/or FEHB, then the actual date of separation will be delayed. The delayed separation date provides the employee with FEGLI and/or FEHB benefits throughout the period of time covered by the accelerated premium deductions. Thus, the period of coverage for a TP educator employed for a full school-year typically continues until the day prior to the first duty day of the next school-year. If the TP educator separates earlier than the end of the school-year, then their resignation will specify an earlier date for termination of coverage and require the employee to acknowledge that FEGLI and/or FEHB coverage will continue for only 31 days after the date of separation. A TP educator who separates before the end of the school-year will be reimbursed proportionately if the separation date is earlier than the end of the extended period of prepaid FEHB coverage. If a TP educator is converted or appointed to a 222-day or calendar year work schedule, then accelerated premium deductions may need to be refunded if the effective date of the conversion or appointment occurs during the prepaid coverage period and withholding for the employee's new position would result in duplicate premium payments.

* D. Deductions for Federal Flexible Spending Account (FSAFEDS) and Long Term Care (LTC). TP educators, who enroll in the FSAFEDS Program and are paid over 21 pay periods, can elect the option to accelerate these allotments. The Federal LTC Program does not offer accelerated payments to TP educators who are paid over 21 pay periods. A "Bill for Uncollected Payroll Premium" will be mailed for any periods of nonpay status to the TP educator.

070409. Other Deductions

A. Allotments of Pay

1. Labor Organization Dues

a. Allotments of pay for labor organization dues will be effective on the second pay period in October of each school-year for a TP educator who is a bargaining unit member. The amount of the allotment will be the dues amount identified by the

employee on the [SF 1187 \(Request for Payroll Deductions for Labor Organization Dues\)](#) or the amount identified on a list issued by each local or regional bargaining unit, divided by 12 full pay periods unless otherwise agreed to by the parties.

b. TP educators who enter the dues withholding agreement at a time when less than 12 full pay periods remain in the school-year **will** have their dues allotments prorated over the remaining full pay periods within the dues withholding period.

c. An SF 1187 authorization for dues withholding **remains in effect** when a “Not-to-Exceed” (NTE) employee is converted to an excepted service position in the bargaining unit prior to the expiration of the NTE appointment.

d. After each pay period, the civilian payroll office **will** prepare and forward the remittance to the designated labor organization. Remittance **will** be sent to the appropriate address in each **area electronically**. Each remittance **will** be accompanied by a report in the form of a listing of names and amounts withheld.

e. A TP educator’s authorization for dues withholding is carried forward automatically to the next school-year unless notification to stop the deduction is received from the employee. **No later than September 1, TP educators** may request that deductions for labor organization dues be cancelled by submitting a SF 1188 (Cancellation of Payroll Deductions for Labor Organization Dues) to DFAS. Employees are responsible for ensuring a properly completed SF 1188 is submitted in a timely fashion; an SF 1188 **cancellation received after September 1st will not be honored for processing until the next school-year**.

f. No later than 2 weeks prior to the date withholding is to begin, the local or **area** units of the labor organization **will** forward a list of employees who have requested dues withholding. The list **will** identify the bargaining unit name or number, location, address, point(s) of contact and phone number(s). The list will also include the following employee information: name, Social Security number, location assigned, and amount of dues to be withheld for that school-year.

2. Savings Allotments and Allotment Allowed for 190-Day TP Educators Assigned in Overseas Areas. Savings and other allotments, as authorized in Chapter 4, may be deducted over the number of full pay periods in the school year.

3. Savings Bonds. Savings bonds are authorized separately without regard to the number of savings allotments. Savings bonds are continued automatically into the next school-year unless canceled by the employee.

B. TSP. A TP educator, TP administrator or TP ISS employee may elect to have either a percentage or dollar deduction for TSP in accordance with guidelines set forth in section 0415. TSP deductions **will** be taken from the annual retroactive salary adjustment given to **employees** each year only if the TP educator, TP administrator or TP ISS employee has specified that a percentage be withheld.

070410. Compensation of TP Educators Appointed as Junior Reserve Officer Training Corps (JROTC) Instructors

DoDDS employs retired military officers and noncommissioned officers as TP educators in its JROTC overseas program. The school-year salary of JROTC instructors is [set using the comprehensive Schedule for Educators and Specialist \(Schedule C\)](#).

070411. Waiver of Erroneous Payments of Pay and Allowances

The procedures outlined in Chapter 8 are followed when processing applications for waiver of erroneous payments of pay and allowances submitted by DoDDS employees. However, applications of DoDDS employees received by the civilian payroll office [will](#) be forwarded to the DoDEA [Human Resources Regional Service Center](#) for adjudication rather than the Defense Debt and Claims Management Office at DFAS.

0705 DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS (DDESS)

[Title 10 U.S.C. 2164](#) authorizes the Secretary of Defense to provide for the elementary or secondary education of the dependents of members of the Armed Forces and, under certain conditions, for dependents of civilian employees residing on a military installation in the United States, if a determination is made that appropriate educational programs are not available.