

**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 asterisk (*) 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 **January 2016** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks and formatting to comply with current administrative instruction.	Revision
070501.E	Revised the subparagraph for clarification of the calculation and example.	Revision
All	Revised information for clarity.	Revision

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CHAPTER 7

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA) EMPLOYEES

0701 GENERAL

070101. Purpose

This chapter establishes policy and procedures for the pay and leave of the DoDEA employees employed under the Teaching Position (TP) Pay Plan. These employees include teachers, principals, administrators, instructional systems specialists (ISS), guidance counselors, social workers, nurses, and school psychologists.

070102. Authoritative Guidance

Title 20, United States Code (U.S.C.), sections [901-907](#) govern 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 DoDEA under the authority and direction of the Secretary of Defense. The regulations on pay include DoDEA Regulation [1400.13](#), Salaries and Personnel Practices Applicable to Teachers and Other Employees of the DoDDS; and Dependent Schools (DS) Regulation [5301.4](#), DoDDS 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.

0702 TP PAY PLAN

Individuals, such as educators and administrators who hold a TP (hereinafter referred to as educators, administrators, and ISS employees) as defined in 20 U.S.C. § 901 are governed by the policies and regulations prescribed by DoDEA. 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. 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. 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. Educators, administrators, and 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.

070201. School Year

A. Educators. The school year for 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 that school is in session when 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, the 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, an educator will be furloughed, separated, or their salary continued until the full school year salary has been paid.

B. Administrators. The school year for administrators consists of 222 duty days and includes not less than 175 days of classroom instruction and whenever the services of a majority of 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), the administrator is compensated at the appropriate daily rate as of the 223rd working day. Should an emergency preclude completion of the full school year, the administrator will be furloughed, separated, or their salary continued until the full school year salary has been paid.

C. ISS Employees. The school year for an ISS employee consists of 222 duty days (August 1 through July 31), the same schedule for administrators. 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 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.

070202. Work Schedules

Educators, administrators, and 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.

070203. Salary Schedules

The Department of Defense (DoD) Wage and Salary Division (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 TP in the DoD. The DoD WSD issues 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, educator, administrator, and ISS employee salaries are based upon the prior school year salary schedules. Separate salary schedules are issued for educator, management, specialist, and administrator 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 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	ISS – non-supervisory	222
P	Supervisory ISS	222

070204. Retroactive Pay Adjustment

After the DoD WSD issues the salary schedule in April or May of the current school year, the servicing human resources office processes a retroactive pay adjustment effective August 1 of the current school year (i.e., prior calendar year) using a Standard Form [\(SF\) 50](#), Notification of Personnel Action. The servicing payroll office then reconciles educator, administrator, and ISS employee pay and makes any necessary “retro payments” based on increases in salary. The gross amount of the retroactive adjustment computed under the new salary schedules are 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). When the retroactive adjustment is processed, biweekly deductions for the following will be adjusted accordingly:

- A. Basic and Optional Federal Employees Group Life Insurance (FEGLI),
- B. Thrift Savings Plan (TSP), and
- C. TSP basic one percent and matching employer contributions for FERS employees.

Likewise, when the retroactive adjustment is processed, biweekly payments for foreign post allowance and foreign post differential will be adjusted accordingly.

070205. Daily/Biweekly Pay

See [section 0705](#) regarding compensation for educators, administrators, and ISS employees.

070206. Step Increases

Step increases for educators, administrators, and ISS employees are similar to step increases for General Schedule (GS) employees. Generally, steps 1 through 14 are regular step increases and steps 15 through 18 are longevity steps. Substitute teachers are not eligible for step increases.

A. Eligibility.

1. A full-time educator assigned to a 190-day position may receive a regular 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 an educator.

2. A full-time 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 4 school years as an educator.

3. A half-time educator assigned to a 190-day position may receive a regular 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 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 administrator assigned to a 222-day position may receive a 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 an administrator.

5. A full-time ISS employee assigned to a 222-day position may receive a regular 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 an educator.

6. A full-time 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 4 school years as an educator.

7. A half-time ISS employee assigned to a 222-day position may receive a regular 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 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 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 educator returns to duty for the subsequent year. The effective date of a step increase is not changed by a movement to a higher or lower salary schedule.

070207. Late Arrival at Post

A. Educators newly recruited from the Continental United States are appointed with the understanding that they will serve for an entire school year or a specified partial month. An 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. Educators, other than as described in subparagraph 070207.A, who arrive 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.

070208. Early Arrival at Post

A. 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 070208.B.

B. 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.

070209. Late Departure from Post

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.

070210. During Travel

While en route during a permanent change of station (PCS) between school years, an educator is in a non-pay status; therefore, basic compensation is not received. While en route during a PCS between school years, a principal or assistant principal otherwise in a non-pay, non-duty status will remain in a non-pay status and will receive appropriate per diem payments as provided in the [Joint Travel Regulations](#).

070211. Work at More than One Post of Assignment

A. When 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 educator will receive the full school year salary to which **they are** 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, the educator will be paid at the daily rate for any days worked in excess of 190 days.

B. When administrators or 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 administrator or 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, the employee will be paid at the daily rate for any days worked in excess of 222 days.

070212. Substitute Teachers

A. School Year Substitute Teachers. A substitute teacher will receive the flat daily rate prescribed under 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 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).

070213. Allowances and Differentials

Educators, administrators, and 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 070506 for payment information on post allowances and foreign post differentials for Pay Plan employees. See Chapter 3, paragraph 030402 for payment information on LQA, TQSA, and SMA. An educator employed as a substitute is not entitled to government quarters, quarters allowance, post allowance, post differential, or storage of household goods.

0703 LEAVE

070301. Accrual of Leave

A. Educators. Under 20 U.S.C. § 904, 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, the 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) under [DS Regulation 5630.4](#), DoDDS Absence and Leave.

B. Administrators and ISS Employees. Administrators and ISS employees are entitled to earn 13 days of cumulative educator leave with pay under 20 U.S.C. § 904 and DS Regulation 5301.4. Leave is credited to the employee's leave record on August 1st of each year.

C. Liquidation of Unused Leave Upon Separation. If the educator, administrator, or ISS employee is separated for any reason before the school year ends, 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 Educators and Part-Time ISS Employees. Educators and 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, earn 6.5 days per year (or one-half day (4 hours) per pay period, if less than 8 months remain in the school year).

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

Example 2: A part-time educator appointed to a part-time position for the full school year. The educator is scheduled to work each Tuesday and Thursday during the regular school year. The 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 educator appointed to a part-time position for the last semester (one-half) of the school year. The educator is scheduled to work one-half day on each scheduled duty day during the semester. The educator is entitled to accrue one-fourth (2.5 days) of educator leave.

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

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

070302. 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. An educator, administrator, or 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; or
5. Any purpose.

With the appropriate advance notice and prior approval of the supervisor, an educator, administrator, or 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 is 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. Non-work 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 non-work days are not normally days of leave. See 20 U.S.C. § 904(b). Therefore, an educator, administrator, or ISS employee who is in a non-pay status immediately preceding and following a scheduled holiday is not charged Leave Without Pay (LWOP) for the scheduled holiday.

070303. 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 an educator, administrator, or 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 Customer Service Representative upon receipt from the [approving](#) official.

070304. Leave Without Pay (LWOP)

The immediate supervisor of an educator or ISS employee may approve an LWOP request of up to 3 days. 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. The District Superintendent must approve LWOP requests in excess of 3 days, but less than 30 days for administrators. The Regional Director or their delegate must approve LWOP requests in excess of 30 days by administrators.

070305. 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 an educator, ISS employee or administrator position is credited with sick leave immediately prior to the effective date of their conversion, transfer, promotion, or reappointment to an educator, administrator, or ISS employee position. Sick leave so credited is included in the employee's balance of educator leave.

B. Annual Leave. Annual leave is not credited to an educator, ISS employee, or 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, administrators who were converted from GS or General Merit positions to Salary Schedules K and L on October 11, 1987, were entitled to be credited for annual leave during the initial conversion.

070306. Transfer and Recredit of Educator's Leave

A. Reappointed to Another Educator, Administrator, or ISS Employee Position. When an educator, administrator, or ISS employee is separated from their current position and reappointed in another educator, administrator, or ISS employee position without a break in service of more than 3 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 an educator, administrator, or ISS employee is separated from their position and 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 (C.F.R.), [630.501](#).

C. Temporary Employment During Recess. If an educator, administrator, or ISS employee accepts temporary employment with the federal government in a non-educator position during a recess period, 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 educator or administrator position.

070307. Liquidation of Leave Upon Separation

A. Any annual leave earned under a different leave system and remaining to the credit of an educator, administrator, or ISS employee upon their 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 [that may not be liquidated](#) includes leave earned by an educator, administrator, ISS employee, [or the](#) leave balance pursuant to subparagraph 070305.A.

070308. Sabbatical Leave

A. Authority. Year-long educator leave at half-pay (sabbatical leave) may be authorized for an educator, administrator, or ISS employee, and for educational purposes, when the course of study is determined to be appropriate by the Area Director. An SF 50 is not required. The approved request for training should reflect that the educator, administrator, or ISS employee will be in an LWOP status one-half of each day during the year-long period.

B. Benefits and Entitlements During Sabbatical Leave. Educators and 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 educator or administrator had worked a full school year.

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

0704 PAY STATUS DURING SCHOOL YEAR AND SUMMER RECESS

070401. School year

An 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). An educator, however, does not work every Monday through Friday during the school year because of non-duty 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 educator's first through last duty day) may include 22 pay periods with approximately 213 days, Monday through Friday, between the educator's first and last duty day of the school year. There are typically 21 full pay periods, plus 3 additional days in the 22nd pay period in a given school year.

070402. Summer Recess

During the summer recess period, while school is not in session, educators ordinarily are in a non-pay status. An SF 50 is not required to place educators in a non-pay status or to return them to duty status at the beginning of the following school year. Educators who are returning to duty for the following full school year are entitled to have LQA payments continued during the summer recess period while they are in a non-pay status. See the Department of State Standardized Regulation ([DSSR](#)), Chapter 100, Quarter Allowances, and Chapter 700, DoD Teachers. 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 educators.

0705 COMPENSATION

070501. Educators with a 190-Day School Year

A. Daily/Biweekly Rate. 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 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 educators is calculated using the following information and formulas:

1. Duty Days and "Daily Rate" or "190 Rate" for Educators. The number of duty days in the school year is 190. The 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 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 an educator's first through last duty day during the school year. School year days include 190 duty days, as well as all other non-work recess days that occur on Monday through Friday during the regular school year. Non-work recess days include federal holidays (e.g., Labor Day) and school recess days (e.g., spring recess) when educators are not normally scheduled to work. The number of school year days is used to determine an 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 educator’s biweekly basic pay amount. Educators who elect biweekly payments over 260, 261, or 262 days (depending on how many workdays are in the fiscal year (FY) will have the school year rate determined by dividing the school year salary by 260, 261, or 262 days.

3. Formula for Educator’s Biweekly Pay. An 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:

- a. School Year Salary divided by 213, 214, 260, 261, or 262 =
School Year Rate
- b. School Year Rate multiplied by 10 days = Biweekly Pay

B. Educator Post Allowance. See paragraph 070506 regarding post allowances. In computing the post allowance for 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 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 educator is in a non-paid status. Since the educators are not paid for federal holidays or recess periods, the biweekly pay is not reduced when the educator is in a non-paid status before or after a federal holiday or recess day.

D. Biweekly Pay for Educators Beginning Work after Start of School Year. When the 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 formula may be used to calculate the biweekly pay for 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: An 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 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 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 x 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 + non-work 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. Educators Who Separate Before the End of the School Year. When an 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 educators who separate before the end of the school year **and to reconcile any difference in the salary actually paid.**

1. “190 Rate” multiplied by Number of Duty Days Worked = Adjusted School Year Salary.

2. Adjusted School Year Salary divided by the Number of School Days Completed (duty days + non-work recess days) = Adjusted School Year Daily Rate.

Example: An educator separates before the end of the school year. The 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 at the school year daily rate of \$178.40 ($\$38,000/213 = 178.40$). Should the 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 ($\200.00×120). In this example, the number of school days completed by the educator (duty days worked + non-work recess days) for the school year was 123 (120 duty days worked + 3 non-work recess days). The adjusted school year daily rate would be \$195.12 ($\$24,000/123$). Any difference between the adjusted school year salary and the salary actually paid to date must be reconciled. Reconcile the adjusted school year salary and the salary actually paid by recomputing the entire school year using the adjusted school year daily rate to determine what the educator should have been paid from the start of the school year to the date of separation. In this example, the employee was actually paid \$21,900 ($\178.40×123). The educator should have been paid \$24,000 ($\195.12×123).

070502. Administrators with a 222-Day School Year (Non-ISS)

A. Daily/Biweekly Rate. 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 administrator's seasonal work schedule, in conjunction with recess periods, would cause pay to fluctuate during each pay period of the school year. Therefore, to provide consistency, the biweekly pay for administrators is calculated using the following information and formulas:

1. Duty Days and "Daily Rate" or "222 Rate" for Administrators. The number of duty days in the school year for administrators is 222. The 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 Administrators. The school year days for administrators will total between 260 and 262 days, depending on the calendar year. The days during the school year include those days that fall within, as well as outside of, the school year for educators. School year days for administrators include 222 duty days, as well as all other non-work recess days that occur on Monday through Friday during the regular school year. Non-work recess days include federal holidays (e.g., Labor Day) and school recess days (e.g., spring recess) when administrators are not normally scheduled to work. The number of school year days is used to determine an 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 to determine the administrator's biweekly basic pay amount.

3. Formula for Administrator's Biweekly Pay. An 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, 261, or 262 = School Year Rate.

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

B. Administrator Post Allowance. In addition to basic pay, 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 an administrator, divide the total annual amount of post allowance payable by 365 calendar days, or 366 during a leap year. See paragraph 070506 for additional information regarding post allowance.

C. Reducing Pay for Absences Without Pay. For 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 administrator is in a non-paid status. Since administrators are not paid for federal holidays or recess periods, the biweekly pay is not reduced when the administrator is in a non-paid status before or after a federal holiday or recess day.

D. Biweekly Pay for Administrators Beginning Work After Start of School Year. When an 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 formula may be used to calculate the biweekly pay for 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: An 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 administrator has a “222-Rate” (daily rate) of \$250.00 (\$55,500/222). This salary would be paid out in even payments over 26 pay periods. However, the administrator in this example begins work on September 15. Due to the late start, 33 duty days are not worked. The administrator will work only 189 of the duty days remaining by July 31st. Thus, the adjusted school year salary is \$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 (189 duty days + non-work 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 x 10 = \$2,072.40.

E. Administrators Separating Before End of School Year. When an 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 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 Administrators.

Example: An administrator separates before the end of the school year. The 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 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 x 120). Any difference between the adjusted school year salary and the salary actually paid to date must be reconciled.

070503. ISS Employees with a 222-Day School Year

A. Daily/Biweekly Rate. ISS employees build their own calendar to schedule 222 duty days out of the 260 to 262 school year. The remaining 38 (or 39) days in the school year are considered non-work days for the purposes of this regulation. The schedule is established by the ISS employee and approved by the supervisor. If the ISS employee schedules work on a federal holiday, then the employee will not receive holiday pay and will still have the same number of non-work 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 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 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 ISS Employees. The number of duty days in the school year to ISS employees is 222. The 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 ISS Employees. The school year days for ISS employees will total between 260 and 262 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 educators. The school year days for ISS employees include 222 duty days, as well as all non-work recess days that occur on Monday through Friday during the regular school year. Non-work recess days include federal holidays (e.g., Labor Day) and school recess days (e.g., spring recess) when ISS employees are not normally scheduled to work. However, due to the flexibility in their schedule, ISS employees may elect to work on any federal holiday (but will not receive holiday pay) and may schedule their non-work days on days that other educators generally work. The number of school year days is used to determine an 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 ISS employee's biweekly basic pay amount.

3. Formula for ISS Employee's Biweekly Pay. An 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, 261, or 262 = School Year Rate.
- b. School Year Rate multiplied by 10 days = Biweekly Pay.

B. ISS Employee Post Allowance. In addition to basic pay, ISS employees are entitled to a post allowance under 20 U.S.C. § 906. To compute the foreign post allowance for an 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 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 ISS employee is in a non-paid status. Since ISS employees are not paid for scheduled non-work days, the biweekly pay is not reduced when the ISS employee is in a non-paid status before or after a scheduled non-work day.

D. Biweekly Pay for ISS Employees Beginning Work After Start of School Year. When an 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 formula are used to calculate the biweekly pay for 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: An 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 ISS employee has a “222-Rate” (daily rate) of \$250.00 (\$55,500/222). This salary normally pays out in even payments over 26 pay periods. However, the 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 is \$47,250 (\$250.00 x 189). To determine how the adjusted school year salary of \$47,250 is 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: $\$207.24 \times 10 = \$2,072.40$.

E. ISS Employee Separating Before End of School Year. When an 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 is used to calculate the adjusted school year salary for 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 ISS Employees.

Example: An ISS employee separates before the end of the school year. The 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 would normally 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. ISS Step Increases. While ISS employees work a 222 day school year, step increases are treated like regular school year appointments for classroom educators. ISS employees have 18 steps, of which the first 14 are similar to step increases for GS employees and provided the employee works at least 175 days. Steps 15 through 18 are longevity steps. See paragraph 070206 for other rules on step increases that apply to ISS employees.

070504. Premium Pay, Sunday Work, and Holiday Work

A. Overtime and Compensatory Time. Educators and administrators are ineligible for overtime pay or compensatory time off.

B. Work Performed on Sunday. 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”). 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 an ISS educator works on a Sunday when normal school operations are in session, the employee is entitled to the appropriate premium pay. See subparagraph 070503.A. for ISS employees.

C. Work Performed on a Federal Holiday. Educators appointed to a 190-day position whose regular tour of duty requires them to work on any of the federal holidays is entitled to basic pay, plus premium pay at a rate equal to the daily rate. Administrators on a 222-day position whose regular tour of duty requires them to work on any of the federal holidays (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 the daily rate. If an ISS employee schedules work on a federal holiday, then the employee typically will not receive holiday pay. However, if the ISS employee schedules work on a federal holiday when normal school operations are in session, the ISS employee is entitled to the appropriate premium pay. See subparagraph 070503.A. for ISS employees. Federal holidays for the purpose of this paragraph include:

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; and
10. Christmas Day, December 25.

070505. Employment During the Summer Recess Period

A. Educators. Educators are placed in a non-pay/non-duty status during the summer recess period; however educators may receive pay for certain duties performed during the summer recess period. An 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. An educator who participates in a summer school related activity (e.g., teaching) typically receives two-thirds of the daily rate of their prior school year salary. However, exceptions are possible, and the educator may receive a different salary amount as stated on the employee's notification for teaching summer school. The minimum increment earned and paid for most summer recess period activities is one-half day. Educators who work an academic enrichment K-8 program during the summer recess period are paid a stipend as authorized by a MOU. An 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. Administrators and ISS Employees. An administrator or 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. An administrator or 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. An administrator or 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.

070506. Post Allowance and Foreign Post Differential

Payment of allowances and/or differentials is determined in accordance with the DSSR, and DoD Instruction 1400.25, DoD Civilian Personnel Management System, [Volume 1250](#), Overseas Allowances and Differentials.

A. Post Allowance. In addition to basic pay, under 20 U.S.C. § 906 full-time educators, administrators, and 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, the post allowance may also be adjusted and if so, the daily rate should be recomputed. Daily rates are computed as follows:

1. Educator Post Allowance Daily Rate. To compute the post allowance for 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).

2. Administrator Post Allowance Daily Rate. To compute the foreign post allowance for an 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.

3. ISS Employee Post Allowance Daily Rate. To compute the foreign post allowance for an 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.

B. Foreign Post (Hardship) Differential. An educator, administrator, or ISS employee may be paid a foreign post (hardship) differential under DSSR, Chapter 500. 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 an educator in Ankara, Turkey is 10 percent of the 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 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 educator during that school year.

070507. Extra-Duty Program for Educators

This program applies to certain DoDDS employees who are employed under the 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 educator's duty day. When an educator is selected to perform an extra-duty assignment, the 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. Administrators are not eligible for extra-duty assignments and any extra-duty activities performed by an 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 administrator must certify that the extra-duty assignment has been completed satisfactorily and that compensation is authorized. The 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 Director 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 administrator determines the extra-duty assignment has been completed satisfactorily in less time than identified in the approved MOU, compensation must be reduced and the 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 an educator is unable to complete the extra-duty assignment for a reason acceptable to the 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: An educator works 10 hours towards a 20-39 hourly range extra-duty assignment (\$720 for school year 2004-2005). When the mid-point (30 hours) is divided into the hours worked (10 hours), and the results rounded to 2 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. An 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-day or 7-day tour of duty. For example, during school year 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 school year 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 school year 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 school year) = \$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.

070508. Accelerated Deductions of Premiums and Allotments for Educators

A. FEGLI and Federal Employees Health Benefits (FEHB) Accelerated Premium Deductions. Deductions for FEGLI and FEHB premiums from an educator working a 190-day work schedule are accelerated 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 allow the employee to maintain coverage and pay no additional premiums during the summer recess when the educator is in non-pay 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 an administrator or 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 educator is normally paid) in order to determine the accelerated premium deduction for each

pay period for the 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. $\text{Annual Premium Rate divided by 22} = \text{Accelerated Premium Deduction.}$

2. FEHB. To determine the accelerated biweekly premium amount deducted from an 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 educator is normally paid) in order to determine the accelerated premium deduction for each pay period for the educator.

3. Accelerated Deductions Beginning After the Start of the School Year. If the educator begins work after the first scheduled duty day of the school year, 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 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 an educator resigns at the close of the school year and he or she has elected coverage under FEGLI and/or FEHB, 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 an 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 educator separates earlier than the end of the school year, 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. An 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 an educator is converted or appointed to a 222-day or calendar year work schedule, 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). Educators, who are enrolled 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 educators who are paid over 21 pay periods. A “Bill for Uncollected Payroll Premium” will be mailed for any periods of non-pay status to the educator.

070509. Other Deductions

A. Allotments of Pay.

1. Labor Organization Dues

a. Allotments of pay for labor organization dues are effective the second pay period in October of each school year for an 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. 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. An 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, 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 Defense Finance and Accounting Service (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 Educators Assigned in Overseas Areas. Savings and other allotments, as authorized in Chapter 11, may be deducted over the number of full pay periods in the school year.

B. TSP. An educator, administrator, or ISS employee may elect to have either a percentage or dollar deduction for TSP in accordance with guidelines set forth in Chapter 11, section 1110. TSP deductions will be taken from the annual retroactive salary adjustment given to employees each year only if the educator, ISS employee, or administrator has specified that a percentage be withheld.

070510. Educators Appointed as Junior Reserve Officer Training Corps (JROTC)

DoDDS employs retired military officers and noncommissioned officers as 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).

070511. 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 are forwarded to the DoDEA Human Resources Regional Service Center for adjudication rather than the Defense Debt and Claims Management Office at DFAS.

0706 DOD DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS

[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.