

**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 [February 2018](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks and formatting to comply with current administrative instruction.	Revision
All	Revised information for clarity.	Revision
All	Removed procedural guidance throughout in order to comply with modernization efforts.	Deletion
All	Replaced Area/Regional Director titles with updated Director for Student Excellence title.	Revision
070201.D	Added email addresses for overseas calendar submissions.	Revision
070205	Removed “Daily/Biweekly Pay” paragraph used previously as a placeholder. Renumbered subsequent paragraphs.	Deletion
070206	Combined late and early arrival paragraphs for formatting consistency. Renumbered subsequent paragraphs.	Revision
070507	Removed all instances of dormitories since no longer relevant or operated by DoDEA. Renumbered subparagraphs.	Deletion
0706	Deleted section 0706, “DoD Domestic Dependent Elementary and Secondary Schools,” since content not applicable to DoDEA financial management or civilian payroll policies.	Deletion

Table of Contents

0701 GENERAL 4

 070101. Purpose 4

 070102. Authoritative Guidance 4

0702 TP PAY PLAN..... 4

 070201. School Year Duty Days..... 4

 070202. Work Schedules 5

 070203. Salary Schedules 5

 070204. Retroactive Pay Adjustment..... 6

 *070205. Step Increases 6

 *070206. Arrival at Post 7

 070207. Departure from Post 8

 070208. During Travel 8

 070209. Work at More than One Post of Assignment 8

 070210. Substitute Teachers 8

 070211. Allowances and Differentials 9

0703 LEAVE..... 9

 070301. Accrual of Leave 9

 070302. Leave Usage 10

 070303. Advances of Leave 11

 070304. Leave Without Pay (LWOP)..... 11

 070305. Conversion of Leave for Federal Employees Transferring to the DoDEA..... 11

 070306. Transfer and Recredit of Educator’s Leave 12

 070307. Liquidation of Leave Upon Separation 12

 070308. Sabbatical Leave 12

0704 PAY STATUS DURING SCHOOL YEAR AND SUMMER RECESS..... 13

 070401. School Year 13

 070402. Summer Recess 13

0705 COMPENSATION..... 13

 070501. Educators with a 190-Day School Year 13

 070502. Administrators with a 222-Day School Year 16

 070503. ISS Employees with a 222-Day School Year 18

 070504. Premium Pay, Sunday Work, and Holiday Work 20

 070505. Employment during the Summer Recess Period..... 20

 070506. Post Allowance and Foreign Post Differential..... 21

 *070507. Extra Duty Program for Educators..... 22

 070508. Accelerated Deductions of Premiums and Allotments for Educators..... 23

 070509. Other Deductions 25

Table of Contents (Continued)

070510.	Educators Appointed as Junior Reserve Officer Training Corps (JROTC).....	26
070511.	Waiver of Erroneous Payments of Pay and Allowances.....	26

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 \(U.S.C.\), Chapter 25, sections 901-907](#) govern the salaries and personnel practices applicable to educators employed overseas by the DoDEA 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 Department of Defense Dependents Schools (DoDDS), and [the Dependent Schools \(DS\) Regulation 5301.4](#), DoDDS Salaries and Personnel Practices Applicable to Principals and Assistant Principals, [as amended](#). 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 the 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 [typically receive compensation](#) 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 [the](#) 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 [Duty Days](#)

A. [Educators](#). The school year for educators consists of 190 duty days and includes no less than 175 days of classroom instruction. The 190 duty days include the [days](#) required [before and after the first and last day of school](#) 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 no less than 175 days of classroom instruction are provided. If the school year extends beyond 190 duty days, the educator [receives compensation](#) at the appropriate daily rate as of the 191st working day. Should an emergency preclude completion of a full school year at one or more schools, the educators must be furloughed, separated, or salary continued until the full school-year salary has been paid out.

B. Administrators. The school year requirement for administrators consists of 222 duty days and includes no less than 175 days of classroom instruction. Also, included in the 222 duty days is any time when the services of a majority of educators at the school are required. The school year calendar may adjust after the school year begins with no change in school year salary as long as the required 222 duty days for principals and assistant principals and no less than 175 days of classroom instruction remain. If the school year extends beyond 222 duty days during a given school year, the administrator [receives compensation](#) at the appropriate daily rate as of the 223rd working day. Should an emergency preclude completion of a full school year at one or more schools, the administrators must be furloughed, separated, or salary continued until the full school-year salary has been paid out.

C. ISS Employees. The school year for an ISS employee consists of 222 duty days, the same schedule [as](#) 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 the 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 [exception](#) days for educators and students. The DoDEA provides a copy of school calendars to the servicing [Civilian Payroll Office \(PRO\)](#) and to the [Defense Finance and Accounting Service \(DFAS\) Information and Technology \(I&T\) Office](#) no later than 4 weeks prior to the first duty day of the new school year. [If changes are necessary, submit updated calendar\(s\) via email to the PRO \(dfas.indianapolis-in.jfv.mbx.dodea@mail.mil\) and DFAS I&T \(dfas.indianapolis-in.ztb.list.cin-dcps-dodea@mail.mil\) as soon as possible.](#)

070202. Work Schedules

Educators, administrators, and ISS employees 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. [See also *DoDEA Administrative Instruction 1422.01*, DoDEA Work Schedule Program, for additional information.](#)

070203. Salary Schedules

The DoD Wage and Salary Division (WSD) establishes 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). Use prior school year salary schedules until WSD issues salary schedules for the current school year. There are separate salary schedules 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).

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 (HRO) processes a retroactive pay adjustment effective August 1 of the current school year (i.e., prior calendar year) using the Standard Form (SF) 50, Notification of Personnel Action. When the retroactive adjustment processes, biweekly payments for foreign post allowance and foreign post differential adjust accordingly. The servicing PRO 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 processes, biweekly deductions adjust accordingly. The biweekly deductions adjust as follows:

- 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.

*070205. 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 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 take effect 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. **When moving** to a higher or lower salary schedule, there is no change to the effective date **of step increases**.

*070206. Arrival at Post

A. Late Arrival. 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. **When** an educator, who through no personal fault and **due to** transportation or processing delays, arrives late **to** the post of assignment, **then**, administratively excuse the **absence**, and pay the educator as though he/she arrived on time and served during the lost time. **The** DoDEA dates the offer letter 14 days prior to the reporting date. Educators, other than described, who arrive late at the post of assignment after the start of the school year, do not **receive compensation** for the duty days prior to the day of arrival unless granted paid leave by a supervisor.

B. Early Arrival. 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. However, educators who are required to report at their post of assignment and perform work prior

to the start of the school year [receive compensation](#) at the daily salary rate from the prior school year salary schedule for each day worked. Note: This salary is not subject to retroactive adjustment.

070207. 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.

070208. During Travel

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

070209. 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 [receives](#) the full school year salary [as](#) 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 [days](#), the educator [receives compensation](#) 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 [receives](#) the full school year salary [as](#) entitled. If the total number of days actually worked during the school year (to include paid leave at the former and new duty stations) exceed 222 [days](#), the employee [receives compensation](#) at the daily rate for any days worked in excess of 222 days.

070210. Substitute Teachers

A. School Year Substitute Teachers. A substitute teacher [receives](#) 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 Salary Schedule for “Other Compensation” provides the daily rate for a summer school substitute teacher 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 2019 summer school substitute teacher is published in the 2018-2019 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 [receive](#) a stipend as authorized by the memorandum of understanding (MOU).

070211. 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 [section 0705](#) for payment information on post allowances and foreign post differentials for TP Pay Plan employees. See Chapter 3 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, also referred to 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 under [DS Regulation 5630.4](#), DoDDS Absence and Leave.

B. Administrators and ISS Employees. Administrators and ISS employees [may](#) earn 13 days of cumulative educator leave with pay under 20 U.S.C. § 904 and DS Regulation 5301.4. [The credit reflects](#) on the employee's leave record each year on August 1.

C. Liquidation of Unused Leave Upon Separation. If the educator, administrator, or ISS employee [separates](#) for any reason before the school year ends, any leave credited, but not earned, will be subtracted from the leave balance. 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 regularly employed on a part-time basis earn leave in an amount proportionate to the amount of leave earned as compared to full-time. 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 (or 5 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 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 administrative authority may use discretion and excuse an occasional absence from duty of less than one-half day for adequate reasons without charge to educator leave. Report leave charges to the **PRO and record** on the **employee's timecard**.

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. Using accrued educator leave during any summer recess period **is not permissible**. 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, Leave Without Pay (LWOP) is not charged to an educator, administrator, or ISS employee, who is in a non-pay status immediately preceding or following a scheduled holiday.

070303. Advances of Leave

Under unusual circumstances, an educator, administrator, or ISS employee may receive up to 30 days of advanced educator leave (above the amount already credited for the current school year) for use on any scheduled duty day within the school year. Such an 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. Submit requests in excess of 10 days of advance educator leave to the [Director for Student Excellence](#) or District Superintendent, as appropriate. Submit approved requests to the [PRO](#) 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 [Director for Student Excellence](#) or District Superintendent may approve LWOP requests in excess of 3 days, but less than 30 days. The [Director for Student Excellence](#) 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 [Director for Student Excellence](#) or their delegate must approve LWOP requests in excess of 30 days by administrators.

070305. Conversion of Leave for Federal Employees Transferring to [the DoDEA](#)

A. Sick Leave. An employee of the federal government or the District of Columbia, who transfers without a break in service from a position under a different leave system to an educator, ISS employee or administrator position, **receives credit for** sick leave immediately prior to the effective date of their conversion, transfer, promotion, or reappointment. Sick leave so credited is included in the employee's balance of educator leave.

B. Annual Leave. **There is no** annual leave 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 converted from GS or General Merit positions to Salary Schedules K and L on October 11, 1987, **received** credit 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), the leave account is certified to the employing agency for credit in accordance with [Title 5, Code of Federal Regulations 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. Liquidation of educator leave upon separation through lump-sum payment **is prohibited**. 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. Yearlong 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 [Director for Student Excellence](#). 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 yearlong 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 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 exception days (e.g., winter and spring recess, federal holidays, and certain host nation holidays). As a result, the school year 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. 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 HRO will notify the servicing PRO 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 one used the usual pay calculations, 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, calculate the biweekly pay for educators 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 days.

2. School Year Days and "School Year Rate" or "213-Rate" for Educators. For most school years, the school year days will total 213, 214, or 215 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 (or exception) days include federal holidays

(e.g., Labor Day) and school recess days (e.g., spring recess) when educators are normally not scheduled to work. Use the number of school year days 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. Multiply the school year rate by 10 days to determine the educator's biweekly basic pay amount. Educators may elect biweekly payments over 260, 261, or 262 days (depending on how many workdays are in the fiscal year). Determine the school year rate by dividing the school year salary by **either** 260, 261, or 262 days.

3. Formula for Educator's Biweekly Pay. An educator's salary normally **pays** out over 21 full and 1 partial pay periods. To calculate the biweekly pay, use the following formula:

a. $\text{School Year Salary} \div (213, 214, 215, 260, 261, \text{ or } 262 \text{ School Year Days}) = \text{School Year Rate, and}$

b. $\text{School Year Rate} \times 10 \text{ Days} = \text{Biweekly Pay.}$

B. Educator Post Allowance. 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 **days**). See also paragraph 070506 regarding post allowances.

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 educators **do not receive pay** for federal holidays or recess periods, there is no reduction in biweekly pay when the educator is in a non-paid status before or after an **exception day**.

D. Biweekly Pay for Educators Beginning Work After Start of School Year. When **an** educator's **appointment begins** after the start of the school year, the school year salary **adjusts** 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 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. **To** calculate the biweekly pay for educators who begin work after the start of the school year, use the following formula:

1. $"190\text{-Rate"} \times \text{Duty Days Remaining} = \text{Adjusted School Year Salary,}$

2. $\text{Adjusted School Year Salary} \div \text{School Year Days Remaining} = \text{Adjusted School Year Daily Rate, and}$

3. $\text{Adjusted School Year Daily Rate} \times 10 \text{ Days} = \text{Biweekly Pay.}$

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 ($\$38,000 \div 190$). 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 ($\200.00×167). 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 + exception days). The adjusted school year daily rate is computed as follows: $\$33,400 \div 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 adjusts according to the number of duty days worked. Determine the adjusted school year salary by multiplying the daily rate (“190-Rate”) by the number of duty days worked (include any days in a paid leave status). To calculate the adjusted school year salary for educators who separate before the end of the school year and to reconcile difference(s) in the salary actually paid, use the following formula:

1. “190 Rate” \times Duty Days Worked = Adjusted School Year Salary,
and
2. Adjusted School Year Salary \div School Days Completed (Duty Days + Exception 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 ($\$38,000 \div 190$). This salary normally would be paid out over 21 full and 1 partial pay periods at the school year daily rate of \$178.40 ($\$38,000 \div 213 = 178.40$). 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 ($\200.00×120). In this example, the number of school days completed by the educator (duty days worked + exception days) for the school year was 123 (120 duty days worked + 3 exception days). The adjusted school year daily rate would be \$195.12 ($\$24,000 \div 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.

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 days.

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 days that fall within and outside of the school year for educators. School year days for administrators include 222 duty days and all other exception days that occur on Monday through Friday during the school year. Exception days include federal holidays (e.g., Labor Day) and school recess days (e.g., spring recess) when administrators are not normally scheduled to work. Use the number of school year days 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. Multiply the school year rate by 10 days to determine the administrator's biweekly basic pay amount.

3. Formula for Administrator's Biweekly Pay. Administrator's typically receive compensation over 26 pay periods. Use the following to calculate biweekly pay:

a. School Year Salary ÷ (260, 261, or 262 School Year Days)
= School Year Rate, and

b. School Year Rate × 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 (366 days for a leap year). See paragraph 070506 for information regarding post allowance.

C. Reducing Pay for Absences Without Pay. For administrators in a non-paid absence (e.g., LWOP or AWOL), reduce the biweekly pay by 1/222th of the school year salary for each scheduled duty day in a non-paid status. Since administrators do not receive pay for exception days, there is no reduction in biweekly pay 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's appointment begins after August 1 and will not work 222 duty days by July 31, the school year salary adjusts 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. To calculate biweekly pay for administrators who begin work after the start of the school year, use the following formula:

1. “222-Rate” \times Duty Days Remaining = Adjusted School Year Salary,
2. Adjusted School Year Salary \div School Year Days Remaining = Adjusted School Year Daily Rate, and
3. Adjusted School Year Daily Rate \times 10 Days = 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 ($\$55,500 \div 222$). 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 31. Thus, the adjusted school year salary is \$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 + **exception** days). The adjusted school year daily rate is computed as follows: $\$47,250 \div 228 = \207.24 . The biweekly pay equals the adjusted school year daily rate multiplied by 10 days: $\$207.24 \times 10 = \$2,072.40$.

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 days in a paid leave status). To calculate the adjusted school year salary for administrators who separate before the end of the school year, use the following formula:

$(\text{School Year Salary} \div 222 \text{ Days}) \times \text{Duty Days Worked} = \text{Adjusted School Year Salary for Separated Administrators}$

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 ($\$55,500 \div 222$). 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 ($\250.00×120). 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 ISS employee establishes the schedule; then, **receives** supervisor approval. 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 (**either** 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 workday, the employee is entitled to Sunday premium pay. However, if Sunday is not normally a workday for school staff and the ISS employee schedules Sunday as a workday, the employee is not entitled to Sunday premium pay. To provide consistency, calculate biweekly pay 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 **days**.

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 days that fall within and outside of the school year for educators. The school year days for ISS employees include 222 duty days and **exception** days that occur on Monday through Friday during the regular school year. **Exception** 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 schedule flexibility, ISS employees may elect to work on a federal holiday (but will not receive holiday pay) and schedule non-work days on days that other educators generally work. **Use** the number of school year days to determine an ISS employee's school year rate, or "260-Rate." The school year rate is the daily rate used to provide uniform payment for each biweekly pay period. Multiply the school year rate by 10 days to determine the ISS employee's biweekly basic pay amount.

3. Formula for ISS Employee's Biweekly Pay. ISS employees typically receive compensation over 26 pay periods. Use the following to calculate the biweekly pay:

- a. School Year Salary \div (260, 261, or 262 **School Year Days**)
= School Year Rate, **and**
- b. School Year Rate \times 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 (**366 days for a leap year**).

C. Reducing Pay for Absences Without Pay. For ISS employees on non-paid absence (e.g., LWOP or AWOL) the biweekly pay reduces 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 **do not receive compensation** for scheduled non-work days, **no reduction of biweekly pay is necessary** when the ISS employee is in a non-paid status before or after an **exception** day.

D. Biweekly Pay for ISS Employees Beginning Work After Start of School Year. When an appointment is after August 1 and the ISS employee will not work 222 duty days by July 31, the school year salary must adjust 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. Then, multiply by 10 days. To calculate biweekly pay for ISS employees who begin work after the start of the school year, use the following formula:

1. “222-Rate” \times Duty Days Remaining = Adjusted School Year Salary,

2. Adjusted School Year Salary \div School Year Days Remaining = Adjusted School Year Daily Rate, and

3. Adjusted School Year Daily Rate \times 10 Days = 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 \div 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. **Due to the** 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 \times 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 \div 228 = \$207.24. The biweekly pay equals the adjusted school year daily rate multiplied by 10 **days**: \$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. To calculate the adjusted school year salary for ISS employees who separate before the end of the school year, use the following formula:

(School Year Salary ÷ 222 Days) × 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 ($\$55,500 \div 222$). 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 ($\250.00×120). 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 similar to 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 070205 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 paragraph 070503.

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 are 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 paragraph 070503.

070505. Employment during the Summer Recess Period

A. Educators. Educators are 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 summer recess activities is one-half day. Educators who work an academic enrichment K-8 program during the summer recess period **receive** a stipend as authorized by the MOU. An educator receives payment for **participating** in summer recess activities via the submission of a memorandum by **the DoDEA** to the **PRO**, 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 summer recess activities is one-half day. An administrator or ISS employee receives payment for **participating** in summer recess activities via the submission of a memorandum by **the DoDEA** to the **PRO**, 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 [the DoD Instruction 1400.25-V1250](#), DoD Civilian Personnel Management System: 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. **Compute** daily rates 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 **days**).

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 (366 days for a 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 (366 days for a leap year).

B. Foreign Post (Hardship) Differential. An educator, administrator, or ISS employee may receive compensation for 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 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 adjustments to foreign post differential.

*070507. Extra Duty Program for Educators

A. Eligibility. This program applies to certain DoDEA employees who are employed under the pay plan who are assigned extra duty assignments, such as coaching, or activity sponsorship, in addition to regular school duties. See DS Regulation 5550.9, Compensation for Extra Duty Assignments. Educators receive extra duty compensation for extra duty assignments conducted and completed outside the educator's duty day. When a selected educator performs an extra duty assignment, the educator and school principal will sign an MOU. The MOU identifies the extra duty assignment, and includes a description of duties, hourly range, amount of compensation, and a statement that prohibits performing duties during regular duty hours. 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.

B. Compensation.

1. Requirements for Pay. The DoD WSD publishes the compensation rate for completing an extra duty assignment as part of the yearly DoDEA salary schedules (Schedule for Other Compensation). Before receiving extra duty compensation, the educator must complete the activity and perform the minimum number of established hours for the activity. The administrator certifies satisfactory completion of the extra duty assignment and authorization for compensation. The administrator forwards a memorandum to the PRO as soon as possible, no later than May 31, 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. Hourly ranges established by the DoD WSD for extra duty compensation are as follows:

- a. 1 - 19 hours,
- b. 20 - 39 hours,
- c. 40 - 79 hours,
- d. 80 - 119 hours,
- e. 120 - 159 hours,
- f. 160 - 199 hours, and
- 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. The educator receives compensation at the rate established for the appropriate lower hourly range. When the hours worked fall short of the original range, or completion of an extra duty assignment is less than acceptable to the administrator, a lesser payment, than the amount indicated in the approved MOU pays on a pro rata basis. To compute a lesser payment, divide the mid-point hour of the appropriate hourly range by the hours actually worked. Then, multiply by the dollar value assigned to the regular hourly category. (For 200 hours and over, the mid-point is 220 hours.)

Example: An educator works 10 hours towards a 20-39 hourly range extra-duty assignment (\$910 for school year 2016-2017). 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 × \$910), the payment due will be \$300.30.

4. Substitutes. Substitute teachers receive compensation for completing an extra duty assignment at the rate of compensation 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 accelerate to allow the total annual premiums to pay 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 periods) 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 paid over the entire calendar year). Second, divide the annual rate by 22 (or 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. Use the following to calculate the accelerated premium deduction amount:

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

b. $\text{Annual Premium Rate} \div 22 \text{ Pay Periods} = \text{Accelerated Premium Deduction.}$

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 paid over the entire calendar year). Second, divide the annual rate by 22 (or 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. To calculate the accelerated premium deduction amount, use the following:

$\text{Reduced Annual Premium Rate} \div \text{Pay Periods Remaining} = \text{Accelerated Premium Deduction.}$

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 covered by accelerated premium deductions. Thus, the period of coverage for an educator employed for a full school year

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, the resignation will specify an earlier date for termination of coverage, and require employee acknowledgement 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 converts to or is appointed to a 222-day or calendar year work schedule, accelerated premium deductions may need refunded, if the effective date of the conversion or appointment occurs during the prepaid coverage period and withholding for the employee's new position results in duplicate premium payments.

D. Deductions for Federal Flexible Spending Account (FSAFEDS) and Long Term Care (LTC). Educators, enrolled in the FSAFEDS Program and paid over 21 pay periods, may elect the option to accelerate these allotments. The Federal LTC Program does not offer accelerated payments to educators paid over 21 pay periods. For periods of non-pay status, the educator receives a "Bill for Uncollected Payroll Premium."

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 all 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 converts to an excepted service position in the bargaining unit prior to the expiration of the NTE appointment.

d. After each pay period, the PRO will prepare and forward the remittance to the designated labor organization electronically. A report that lists names and amounts withheld accompanies each remittance.

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 cancellation of labor organization dues deductions by submitting a SF 1188, Cancellation of Payroll Deductions for Labor Organization Dues, to the PRO. Proper completion and timely submission of the SF 1188

is the employee's responsibility. If the SF 1188 is late (received after September 1), it processes for 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 withhold 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, deduct 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 a dollar deduction for TSP in accordance with guidelines in Chapter 11. If the educator, administrator, or ISS employee specifies a percentage withholding, the employee receives TSP deductions taken from the annual retroactive salary adjustment each year.

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

The DoDEA 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

DoDEA employees may apply for a waiver of erroneous payments of pay and allowances by following procedures outlined in Chapter 8. However, the PRO forwards DoDEA employee applications to the DoDEA Human Resources Regional Service Center for adjudication rather than to the Defense Debt and Claims Management Office at DFAS.