

DS REGULATION 5301.4

Enclosure 2

Compensation for Principal and Assistant Principal Positions

1. Effective Date of Salary Schedules. New salary schedules are effective August 1 each year.

2. Daily Rate. The daily rate of compensation for an administrator will be the appropriate school year salary divided by 222. This rate is earned and reported for time and attendance purposes in minimum one-half day increments.

3. Biweekly Pay. The biweekly base pay will be the appropriate school year salary divided by 26. The biweekly base pay will be reduced by the daily rate (1/222nd of the school year salary) on a half-day incremental basis for each absence in a nonpay status occurring on a scheduled workday.

4. Pay Setting upon Movement into a Principal or Assistant Principal Position.

a. Upon initial appointment, the salary of each principal or assistant principal will be set at the first step in the appropriate administrator schedule, band and lane. In order to facilitate the appointment of quality candidates, the Director of DoDDS may, upon receipt of written justification, authorize the negotiation of salaries not to exceed the maximum step of the appropriate schedule, band and lane. Authority to negotiate must be granted prior to the public announcement of the vacancy.

b. Upon reappointment under the terms and conditions of the Administrative Reemployment Rights (ARR) Program, the principal or assistant principal will be entitled to a service step for the last school year of service as an educator in DoDDS, and one service step for the first school year of absence. Thus, an educator who successfully completes a 1 or 2 school-year period of study or employment would normally be entitled to two step increases upon return to duty.

c. A principal or assistant principal who is moved between positions covered by this regulation to a higher pay schedule will be placed at the same step previously held in the lower pay schedule. If the principal or assistant principal satisfactorily served at least 175 working days in a pay status in that step during the last school year, the administrator will not lose entitlement to an earned step increase.

d. When a principal or assistant principal is moved between positions covered by this regulation to a lower pay schedule for

cause or at the request of the employee, the step assigned in the lower pay schedule will be the same numerical step held in the higher pay schedule. If the administrator had at least 175 days of satisfactory or better service in a pay status in that step during the last school year, the administrator will not lose entitlement to an earned step increase. If the cause for change to a lower pay schedule is unacceptable performance, the administrator will not be granted a step increase.

e. When a principal or assistant is moved between positions covered by this regulation to a lower pay schedule, other than for cause or at the request of the administrator, the step assigned in the lower pay schedule will be the lowest step which, within the limitations of the appropriate pay schedule, does not result in a decrease in the daily rate of pay. If the administrator performed satisfactorily during the school year, the change will not affect entitlement to an earned step increase.

f. When an educator employed under a position covered by 20 USC 901-907 for which 190 duty days are required is moved into a position covered by this regulation, the new salary will be computed as follows. The former salary will be multiplied by $222/190$. The result will be compared with the appropriate administrator salary schedule band and lane. The pay will be fixed at the lowest step not to exceed the maximum step that will not result in a decrease in pay.

g. When a principal or assistant principal moves into a position for which 190 duty days are required, the new salary will be determined as follows. The former salary will be multiplied by $190/222$. The result will be compared with the appropriate educator salary schedule. The pay will be fixed at the highest step not to exceed the maximum step that will not result in an increase.

h. When a General Schedule educator serving with DoDDS is changed to a school-year position under this Regulation, other than for cause or at the request of the employee, the step assigned will be the lowest step, within the limitations of the appropriate pay schedule band and lane, which does not result in less than the annual salary received in the General Schedule position at the time of the change.

5. Salary Retention Upon Initial Conversion to Schedules K and L.

a. An employee moved from a pay schedule with a higher daily rate of pay to a pay schedule with a lower daily rate of pay (using the same step and academic lane for comparison) shall be entitled to pay retention. To be eligible for pay retention, the employee must have held the higher rate for at least 1 calendar year immediately preceding the effective date of the change to the lower daily rate. The comparison salaries are derived in accordance with 4. above.

b. For a period of 2 years from the date of an action where a pay adjustment from a higher pay rate schedule to a lower pay rate schedule occurs, the employee will receive the full dollar amount increases of the next two annual pay survey adjustments authorized for employees on the new pay rate schedule for the equivalent step and academic lane and will be eligible to earn the full dollar amount of any step increase on the new pay rate schedule, which the employee would otherwise have earned. After 2 years from the date of the action changing the employee to a position covered by a lower pay rate schedule, the employee will receive one-half of the full dollar amount of subsequent annual pay adjustments authorized for the employee's new position. No step increase shall be earned after 2 years on retained pay except as provided in the following paragraph.

c. At such time as the employee's retained rate of pay is matched or exceeded by the highest pay rate for the appropriate academic level on the new pay schedule to which the employee has been assigned, the employee will be placed on the appropriate step on the new schedule which is closest to, but not less than, his or her rate of pay at the time. The employee will then become eligible for any steps and annual pay survey adjustments as would be routinely received on the pay schedule.

d. These pay retention provisions shall cease to apply to any employee who has a break in service of 1 working day or more, who voluntarily accepts a position at a daily rate of pay equal to or greater than that held immediately before the effective date of the change to a lower daily rate, who refuses to accept a reasonable offer of such a position, or who is moved to a lower daily pay rate for personal cause or at the employee's request.

6. Completion of Higher Level of Education.

a. An administrator who completes advanced education required to qualify for a higher academic salary lane on a pay schedule shall be assigned to the higher academic salary lane effective as of the first day of the first pay period following the date the education was completed or the degree was granted. Such credit shall be granted retroactively, but not before the first day of the school-year in which the administrator's application for salary adjustment is submitted. Such adjustment will be made upon receipt of appropriate documentary evidence directly from the college or university which specifies the course work undertaken and the date the administrator completed the advanced education or met the requirements for a specific degree.

b. For the purpose of the Master's Degree Plus 30 hours (MA+30) pay lane, only graduate semester hours of credit earned at an accredited institution subsequent to the date of the first Master's Degree (for the MA+30) are acceptable. (See Paragraph d. below).

c. Education obtained by an educator at a nonaccredited institution is acceptable to the extent it has actually been accepted for further studies by the individual educator at an accredited institution. Questions concerning the acceptance of credit or degrees from a foreign institution of higher learning will be submitted through channels for individual determinations to the Office of Dependents Schools.

d. The only credits or degrees acceptable for pay purposes are those that may improve the administrator's ability in the position currently held by the administrator or that may provide advancement to another position within DoDDS or that are in a discipline generally recognized as educationally oriented in content.

7. Step Increases

a. Eligibility

(1) Each full-time administrator shall advance one step for each school year of satisfactory DoDDS service until he or she reaches the highest step on the salary schedule to which assigned, provided that the administrator has been in a pay status not less than 175 working days during his or her last previous school year, as an administrator under this Regulation, for which a step increase has not been granted. When an administrator has been appointed or reappointed during the school year, up to 15 working days of teaching experience or experience as a principal or assistant principal in a public or private school during the current school year may be credited toward the 175 day requirement.

(2) Eligibility for a salary increase through attainment of higher academic qualification shall not preclude the administrator from receiving a service step increase if otherwise eligible.

b. Effective Date

(1) Earned step increases shall be made effective as of the date the administrator first returns to pay and duty status under this regulation on or after August 1 of each school year.

(2) The effective date of a step increase is not changed by a promotion or demotion unless demoted for unacceptable performance.

8. Premium Pay. No premium pay is authorized for principals or assistant principals.

9. During Travel

a. While enroute during a Permanent Change of Station (PCS) between school years, a principal or assistant principal otherwise

in a nonpay, nonduty status will remain in a nonpay status and will receive appropriate per diem payments as provided in Volume 2, JTR.

b. When a PCS is effected during a school year, any necessary adjustment will be made in the first salary payment by the gaining payroll office in order to ensure that, upon completion of the remaining pay periods at the new duty station, the educator will have received the full school-year salary to which entitled. Should the total of days worked (to include paid leave) during the school year at the former duty station and the days worked at the new duty station exceed 222, the educator will be paid at the daily rate for the days in excess of 222. Appropriate per diem payments will be made for travel as provided in Volume 2, JTR.

c. While on renewal agreement travel, a principal or assistant principal is entitled to per diem allowance during the allowable travel period enroute from the overseas point of duty to the authorized destination and return to the overseas post of duty.

10. Summer School. Principals and assistant principals otherwise in a nonpay status who are returned to duty for the purpose of supervising summer school activities shall receive two-thirds of the daily rate to which otherwise entitled during the preceding school year for each day of summer school worked. Pay shall be earned and paid in full and half-day increments.