DEPARTMENT OF DEFENSE
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Human Resources Center

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DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM

Extra-Duty Compensation for the Department of Defense Dependents Schools Substitute Teachers

References: (a) DS Regulation 5550.9, "Department of Defense Dependents Schools Compensation for Extra-Duty Assignments," October 7, 1988, as amended
(b) Director, DoDEA Memorandum, "Extra-Duty Compensation for Substitutes," April 17, 1998
(c) DoDEA, Human Resources Director Memorandum, "Overseas Educators School Year Salary Schedules and Schedules for Other Compensation, School Year 2003-2004, May 17, 2004

This policy memorandum amends reference (a) and supersedes guidance established in reference (b) and (c). The current policy provides extra-duty compensation for substitutes employed in the Teaching Position pay plan at the substitute teacher's rate of pay.

Under the revised policy, substitute employees who are assigned an extra-duty assignment will be compensated for successful completion of an extra-duty assignment consistent with the extra-duty hourly rate ranges of compensation established by the Department of Defense, Wage and Salary Division. Reference (a), E.3.a.(2), is hereby amended to read as follows: "(2) Substitute teachers. Substitute teachers are compensated consistent with the extra-duty hourly rate ranges of compensation established by the Wage and Salary Division."

Substitute teachers performing Advancement Via Individual Development Tutor or Dormitory Counselor duties will continue to be compensated at the substitute teacher's rate of pay for those duties.

This policy is effective immediately and will be incorporated into reference (a) upon reissuance.

Joseph D. Tafoya
Director