



DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
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ALEXANDRA, VIRGINIA 22331-1100

PERSONNEL DIVISION

DS Regulation 5550.9

OCT 7 1988

Department of Defense Dependents Schools
Compensation For Extra-Duty Assignments

- References:
- (a) DoD Directive 1400.13, "Salaries and Personnel Practices Applicable to Teachers and Other Employees of the DoD . Overseas Dependents' School System, "July 8, 1976.
 - (b) DoD Directive 5120.39, "Department of Defense Wage Fixing Authority," April 24, 1980
 - (c) DS Regulation 5511.1, "Position Classification," May 13, 1986

A. PURPOSE

This regulation establishes policies and procedures governing compensation for extra-duty assignments in the Department of Defense Dependents Schools (DoDDS) in accordance with references (a) through (c).

B. APPLICABILITY AND SCOPE

1. The provisions of this regulation apply to certain personnel employed by DoDDS overseas under the Teaching Position (TP) pay system who are assigned extra-duty assignments.

2. To the extent that regional issuances or publications conflict with this regulation, this regulation will govern.

c. DEFINITIONS

1. Extra-Duty Compensation. This term identifies the compensation provided an employee for satisfactorily completing a particular assignment in addition to regular school duties.

2. Employee. As used in this regulation, the term applies to an eligible employee appointed to a position under the TP pay system.

3. Regular Duty Assignments. This term refers to the scheduled tour of duty, full-time or less than full-time, which the employee is assigned.

DISTRIBUTION: X, G, Q (All principals and assistant principals)

D. POLICY

1. Extra-duty activities are to be accomplished by educators and specialists within the normal duty day, whenever feasible. If not feasible, such activities may be scheduled and conducted outside the duty day. Under no circumstances will an employee be paid extra-duty compensation for work performed during an employee's scheduled duty day.

2. The rates of compensation for extra-duty activities are published by the DoD Wage Fixing Authority (WFA) as part of the yearly salary schedules. The minimum number of hours established for a particular activity must be performed and the activity must be completed before payment is made, except as provided in paragraph E.5.

E. PROCEDURES

1. Approval.

a. Approval authority for extra-duty compensation is delegated to the regional director and may be redelegated to district superintendents or designees.

b. Activities listed in appendix A to this regulation are authorized for extra-duty compensation. Payment of compensation is only authorized for assignments listed in appendix A unless prior, written approval has been granted by the approval authority. Such extra-duty assignments and duty descriptions will be forwarded to the Office of Dependents Schools (ODS) within 15 days of approval as proposals for inclusion in appendix A.

c. The extra-duty assignments authorized at appendix A are not to be combined as a single duty if the hours of the duty would fall into one of the six hourly ranges. As an example, an extra-duty which would require 50 hours would be compensable using the 40-79 hours range. Another 25 hour extra-duty would be compensable using the 20-39 hours range. These two duties may not be combined to create a 75 hour extra-duty which would be compensable using the 40-79 hours range. However, one or more short extra-duties of less than 20 hours each can be combined so that payment may be made using the 20-39 hours range.

2. Programming, Budgeting, and Managing.

School principals will identify which extra-duty assignments listed in appendix A will be needed during the school year, and the number of hours to be required. The principal will submit a request for extra-duty activities to be performed during the next school year to the approval authority in accordance with time lines determined by the region. The request will be returned to the principal prior to the start of the new school year with positions authorized for extra-duty compensation. The maximum number in a range of hours listed for an activity does not limit the number of hours an employee may expend, but it does limit the number of hours which may be required and certified for payment.

b. A total ceiling for extra-duty compensation for each school may be established by the appropriate approval authority. School principals are responsible for ensuring that compensation for extra-duty assignments is within the funds programed by the regional office, in accordance with this regulation, and for the amounts specified on the official salary schedule.

3. Recruitment for Extra-Duty Assignments.

a. Eligibility. Every effort shall be made to assign extra-duty assignments to qualified employees of the school at which the activity will occur. If qualified employees of the school are not available, the principal may recruit from the following sources with the concurrence of the approval authority:

(1) Employees from other schools in the area (the performance of an extra-duty assignment by an employee of another school must not interfere with the regular work schedule or duties of the employee).

(2) Substitute teachers. Substitute teachers are paid at the substitute teacher's rate of pay established by the WFA (Schedule A). The total amount of compensation received for an extra-duty assignment shall not exceed the amount of compensation identified for the hourly range of the extra-duty assignment. Eight hours of extra-duty work constitutes a full day for pay purposes.

(3) School administrators. School principals or assistant principals, regardless of the pay plan to which assigned, are not eligible for extra-duty compensation.

b. Announcement of Extra-Duty Assignments.

(1) Extra-duty assignments normally will be announced or posted before the end of the second week of the school year. Tentative assignments may be announced or posted 2 weeks before the closing of the previous school year. When an employee cannot complete an extra-duty assignment, and the principal determines that the extra-duty assignment is to be continued, the extra-duty assignment will be again announced or posted, although the principal may assign the duty on an interim basis pending final selection.

(2) Announcements will include the following items:

(a) The specific tasks of the extra-duty assignment (suggested statements of duties are at appendix G) including any pre- and post-assignment duties which are important to the success of the assignment.

(b) The range of hours authorized and for which compensation will be provided.

(c) The amount of compensation.

(d) The closing date for receiving applications.

(e) The date by which selection(s) will be made.

c. Application. Applications will be submitted to the school principal by the employee. The form at appendix B of this regulation is provided for optional use.

d. Selection. The principal will select qualified, suitable, and available personnel on the basis of abilities, interest, and previous experience in the specific activity. All applicants will be notified of selection or non-selection for an extra-duty assignment. Selections will be posted. The form at appendix C of this regulation is provided for optional use. A copy of the principal's selections will be sent to the approval authority.

4. Documentation.

a. Memorandum. Employees selected will complete a memorandum of understanding (MOU) for each extra-duty assignment. The form at appendix D to this regulation is to be used. (Note: Provisions of the applicable collective bargaining agreement may involve a different procedure or format.) If the employee selected is from another school, principals from both schools will sign the MOU. The MOU will describe the tasks as they were announced. The MOU will be prepared in triplicate; the original will be retained by the school principal, one copy by the employee, and one copy furnished to the approval authority. A copy of all MOU's should be forwarded to the regional fiscal division in cases where the approval authority has been delegated below the regional director level. Whatever MOU is used must include the identification of duties, the hourly range established, the amount of compensation for the extra-duty assignment, and a statement that the duties will not be performed during duty hours when school is in session or reassigned to other employees without prior written approval. It is also recommended that the MOU establish the number of hours predicted for the assignment.

b. Extra-Duty Time Sheet. Employees selected are responsible for recording the number of hours for each pay period during which extra-duty work was performed. The format appendix E to this regulation is provided for optional use. The employee will certify the number of extra-duty hours spent on the activity by signing the completed form and submitting it to the school principal as frequently as needed by the approving authority.

5. Compensation.

a. Employees must be compensated for successfully completing an extra-duty assignment, consistent with the extra-duty hourly rate ranges of compensation established by the WFA.

b. Assuming duties are satisfactorily performed, an employee must work the number of hours identified in the MOU within the assigned hourly range to be compensated for the extra-duty assignment. Principals may not require or otherwise expect employees to accept extra-duty assignments which will clearly require completion of more hours of work than the hourly range for which payment will be authorized. This provision is not to be viewed as a prohibition against individual employees voluntarily working additional hours beyond the range required.

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c. When it becomes evident to an employee and the school principal that the hours actually required for successful accomplishment of the extra-duty assignment will exceed the hours predicted, a new MOU should be executed between the employee and principal. A copy of the new MOU will be provided to the approval authority. (This provision does not apply to the "200 and over" hourly range category established by the WFA.) The employee will be compensated at the higher hourly range in accordance with the WFA rate of compensation. It is incumbent upon the employee and school principal to monitor the progress of work during the course of an extra-duty assignment, and to identify and resolve questions related to additional hours well in advance of completion of the duty or completion of hours originally identified in the MOU.

d. Where for reasons acceptable to management, an extra-duty assignment was satisfactorily accomplished in fewer hours than the hourly range established, compensation must be reduced. If the school principal determines the extra-duty assignment has been completed satisfactorily in less time than established in the MOU, the employee will be compensated at the appropriate lower hourly range established by the WFA. A new MOU will be signed by the employee and the school principal, and a copy of the new MOU provided to the approval authority. However, should the hours worked fall short of the 20-39 hourly range, payment due the employee is to be determined by using the formula provided at paragraph E.5.e.

When an employee is unable to complete the extra-duty assignment for a reason acceptable to management, a lesser payment (LP) than the amount approved may be made on a pro-rated basis to the employee. Compensation in such cases will be determined as follows: The mid-point (MP) hour of the appropriate hourly range is divided into the hours actually worked (HW). The resulting quotient is then multiplied by the dollar value (DV) assigned to the regular hourly category. For purposes of determining the MP for the 200 and above hourly range, 220 is to be used. The formula for this computation is: $LP = DV(HW/MP)$. EXAMPLE: An employee works 10 hours towards a 20-39 hourly range extra-duty assignment (\$405 for SY 1987-88). When the mid-point (30 hours) is divided into the hours worked (10 hours), and the quotient thereof, rounded to two decimal places (.33), is multiplied by the dollar value of the hourly range for the duty (.33 x \$405), the payment due is \$133.65.

6. Certification.

a. Upon completion of the extra-duty assignment, the school principal will certify that the assignment has been completed and that compensation is authorized. The form at appendix F to this regulation is provided for optional use. The original will be submitted to the servicing finance office as soon as possible but no later than May 31 to permit employees to be paid by the last pay period of the school year. A copy will be provided to the approval authority.

b. School principals will certify entitlement for compensation only when the following conditions are met:

(1) The assignment was performed outside the duty day.

(2) The number of hours completed is not less than the number agreed to by the principal and the teacher, except as provided by paragraph E.5.d.

(3) Work was performed in accordance with the requirements of the assignment.

(4) The extra-duty assignment was approved in advance of performance by the employee.

c. Only one employee is authorized compensation for an extra-duty assignment, except when the school principal approves co-sponsors for an assignment and posts the assignment listing each co-sponsor as eligible to complete an established portion of the required hours and receive the appropriate portion of the total payment. Employees given extra-duty assignments may not permit all or part of an extra-duty assignment to be accomplished by another person. The total payment for a specific extra-duty assignment which is performed by more than one employee may not exceed the dollar value for the hourly range established by the WFA. Employees may not compensate other persons for the accomplishment of extra-duty assignments.

d. Payment is only authorized for assignments listed in appendix A, except as provided in paragraph E.1.b. ,

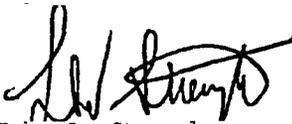
7. Dormitory Counselors/Supervisory Dormitory Counselors. Dormitory Counselors/Supervisory Dormitory Counselors receive additional compensation for Condition of Employment and Additional Hours. Refer to appendix H for additional information. Payment is made for:

a. Condition of Employment. This is for the irregular tour of duty and includes compensation for all sleep-in time and night, holiday, and Sunday work.

b. Additional Hours. This is compensation for scheduled or unscheduled hours of additional work (not to exceed the school year amount published by the WFA in excess of regularly scheduled work during the pay period in a 5-day or 7-day dormitory). Additional Hours includes such activities as coordination with teachers, counselors, parents, medical and military officials of the base, arranging for dormitory activities, and interruption of sleep-in time to perform substantive duties.

F. IMPLEMENTATION

This regulation is effective 60 days after the date of publication and applies to extra-duty assignments made thereafter. Regional offices are authorized to issue supplements to this regulation after coordination with ODS. Subsequent regional implementing instructions are to be forwarded to ODS for approval prior to publication.


John L. Stremple
Director

Appendices