



DEPARTMENT OF DEFENSE  
OFFICE OF DEPENDENTS EDUCATION  
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ARLINGTON, VA 22203-1635



AUG 11 1995

PERSONNEL DIVISION

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
REGULATION SYSTEM TRANSMITTAL

SUBJECT: DS Regulation 5301.4, "Department of Defense Dependents Schools Salaries and Personnel Practices Applicable to Principals and Assistant Principals"

INSTRUCTIONS FOR RECIPIENTS

The following page changes to DS Regulation 5301.4, "Department of Defense Dependents Schools Salaries and Personnel Practices Applicable to Principals and Assistant Principals," July 31, 1987 have been authorized:

Page Change to Regulation

Remove: Page 2-4 and 2-5

Insert: Attached replacement pages.

Changes are indicated by marginal asterisks.

Marilee Fitzgerald  
Chief, Executive Services Division

Attachments:  
As stated

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 days 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.

a. Premium pay is authorized for principals and assistant principals who are required to work on Sundays and Federal holidays when such days are also scheduled duty-days within the 190 duty-day school year work schedule established for the majority of non-supervisory professional educators assigned to the same school. Premium pay is similarly authorized for work

\* performed on Sundays and holidays that are scheduled duty-days within a scheduled summer-  
\* school session. Premium pay is not authorized for participation in training or conferences held on  
\* Sundays and holidays not part of either the regularly scheduled 190 duty-day school year or a  
\* scheduled summer-school session.

\* b. For work performed on Sunday, principals and assistant principals will be entitled to  
\* basic pay, plus premium pay at a rate equal to 25 percent of the regular daily rate.

\* c. For work performed on any of the following U. S. Federal holidays, principals and  
\* assistant principals will be entitled to basis pay, plus premium pay at a rate equal to the regular  
\* daily rate:

\* (1) New Year’s Day. \*

\* (2) Martin Luther King, Jr., Day. \*

\* (3) Washington’s Birthday. \*

\* (4) Memorial Day. \*

\* (5) Independence Day. \*

\* (6) Labor Day. \*

\* (7) Columbus Day. \*

\* (8) Veterans Day. \*

\* (9) Thanksgiving Day. \*

\* (10) Christmas Day. \*

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 non pay 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.



DEPARTMENT OF DEFENSE  
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PERSONNEL DIVISION

DS REGULATION 5301.4  
July 31, 1987

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS  
SALARIES AND PERSONNEL PRACTICES APPLICABLE TO  
PRINCIPALS AND ASSISTANT PRINCIPALS

- References:
- (a) Chapter 25, Title 20, United States Code, Pay and Personnel Program for Overseas Teachers
  - (b) Office of Personnel Management Regulations published at Title 5, Code of Federal Regulations, Part 302
  - (c) DoD Directive 1400.13, Salaries and Personnel Practices Applicable to Teachers and Other Employees of the DoD Overseas Dependents' Schools System, July 8, 1976
  - (d) DoD Manual 1400.25-M, "Overseas Allowances and Differentials," November 9, 1981
  - (e) through (j), see Enclosure 1

A. PURPOSE

This regulation establishes the policies and personnel practices for principals and assistant principals employed overseas with the Department of Defense Dependents Schools (DoDDS) under the provisions of Chapter 25, 20 USC, (reference (a)).

B. APPLICABILITY AND SCOPE

The provisions of this regulation apply to school principals and assistant principals, who are hereby exempted from the provisions of DoD Directive 1400.13 (reference (c)).

C. POLICY

1. Except as otherwise provided in applicable law and by this regulation, the regulations issued by the Office of Personnel Management for the "Excepted Service," published at 5 CFR 302 (reference (b) ) will apply.

2. The school year for principals and assistant principals will consist of 222 working days including not less than 175 days of classroom instruction. Included in the 222 working days is

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

any time when the services of a majority of educators at the school are required.

3. As long as 222 working days for principals and assistant principals are required and not less than 175 days of classroom instruction are provided, the school year calendar may be adjusted after the school year begins with no resultant change in school year salary. Should the school year extend beyond the specified number of working days, the appropriate daily rate will be paid to principals and assistant principals as of the 223rd working day. Should an emergency preclude completion of a full school year at one or more schools, administrators must be furloughed or separated, or their salaries continued until the full school-year salaries have been paid.

4. The promotion and placement of principals and assistant principals will be in accordance with the DoDDS Educator Career Program (reference (i)). Such movement will be based upon qualifications and merit.

5. Rates of basic compensation shall be fixed at rates equal to the average of the range of rates of basic compensation for similar positions of a comparable level of duties and responsibilities in urban school jurisdictions in the United States of 100,000 or more population. Compensation upon movement into a principal or assistant principal position will be in accordance with the provisions of Enclosure 2.

6. Leave will be earned and may be used in accordance with the provisions of 20 USC 904 (reference (a)). Leave will be administered consistent with the provisions of Enclosure 3 to this regulation.

Appointments will be made under Schedule A, Section 213.3106(b)(1), of reference (b) in full recognition of applicable Office of Personnel Management appointment requirements.

8. In accordance with Section 3321 of 5 U.S.C. (reference (h)), each administrator, upon initial grant of a contemporary appointment to an assistant principal or principal position on or after August 11, 1979, is required to serve a probationary period of 2 calendar years from the date of movement into such position. An administrator who has previously completed a managerial or supervisory probationary period is not required to complete another such probationary period.

9. For purposes of reduction in force, the competitive areas will be large enough to permit adequate competition among administrators and limited enough to be administratively manageable. Educators in one competitive area will not compete with those in another.

10. Separations will be effected in accordance with the Office of Personnel Management regulations (reference (b)).

11. Educators, at their request, may be granted administrative reemployment rights in order to pursue a 1- or 2-year course of formal study, participate in a project or study, or accept temporary employment, when the results of such action are deemed beneficial to the school system.

- a. The rights are a guarantee of reemployment in the region of the Director by which granted.
- b. The study, project or employment must be undertaken in the United States.
- c. The reemployment rights are contingent upon completion of the prior approved course of study, project or employment. Failure to complete the approved study, project or employment, or to provide timely documentation of completion voids the agreement to reemploy.
- d. Absences from the school system must be in full school years and may not exceed 2 calendar years.
- e. Upon reappointment, pay will be set in accordance with Enclosure 2.
- f. For those administrators serving under a transportation agreement, the required tour of duty must be completed before reemployment rights may be granted.
- g. Should the agreement to reemploy be voided, the administrator must compete with other applicants for either the same or comparable position.

12. Entitlement of administrators to quarters, quarters allowances, cost-of-living allowances, and post differentials shall be determined in accordance with 'Standardized Regulations (Government Civilians, Foreign Areas),' issued by the Department of State, April 1961, as amended (reference (g)), and DoD Manual 1400.25 (reference (d)).

13. The tour of duty for administrators is the same as for other civilian employees of the Department of Defense as established in the Joint Travel Regulations, Volume II (reference (f)), who are employed on a calendar-year basis. Renewal agreement travel may be taken at any time provided the minimum period of service requirement under the agreement has been met.

D. RESPONSIBILITIES

1. The Director, DoDDS, is responsible for determining which positions are calendar-year and school-year positions and, consequently, which positions are subject to this regulation.

2. Regional directors, DoDDS, are responsible for:

a. Establishing school administrator positions.

b. Ensuring that school administrators are properly compensated in accordance with appropriate salary schedules, school types, bands, and lanes.

c. Ensuring that the employees are properly counseled and advised regarding the employment policies and procedures.

d. Providing necessary training and guidance on DoDDS policies and procedures to servicing civilian personnel and finance offices.

E. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective September 15, 1987.



John L. Strmple  
Director

Enclosures

REFERENCES, continued

- (e) DoD Directive 1342.6, "Department of Defense Dependents Schools (DoDDS)," October 17, 1978, as amended
- (f) Joint Travel Regulations, Volume 2, "DoD Civilian Personnel"
- (g) Standardized Regulations (Government Civilians, Foreign Areas), issued by Department of State, April 1961, as amended
- (h) Title 5, United States Code
- (i) DS Regulation 5335.9, DoDDS Educator Career Program, August 1, 1983
- (j) DS Regulation 5511.1, DoDDS Position Classification, July 31, 1987

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.

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

*move down  
cause or  
request*

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.

*move up  
request*

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.

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, JTP..

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.

Leave Administration

1. Amount and Accrual Rate. A principal or assistant principal shall be entitled to cumulative leave, with pay, which shall be known as "educator's leave" which shall accrue at the rate of 1 day for each calendar month or majority part thereof, of a school year, except that:

a. If the school year includes more than 8 months, any educator who shall have served for the entire school year shall be entitled to 10 days of cumulative leave with pay.

b. Such leave may be advanced for use at any time within the school year. Such advances will normally be limited to the amount which will be accrued during the school year. However, under unusual circumstances, up to 30 days may be advanced. Such advance shall be subject to subsequent earning of such leave, or repayment upon separation for leave advanced but not earned.

Recess Period Appointments. Leave will not be earned by educators serving on a recess-period temporary appointment.

3. Use of Leave. Leave earned by any educator under this section pay be granted during the school year:

a. For maternity purposes:

b. In the event of the illness of such educator;

c. In the event of illness, contagious disease, or death in the immediate family of such educator and requiring his or her absence:

d. In the event of a personal emergency; and

e. With appropriate advance notice and the prior approval of the supervisor, not to exceed 3 days of leave may be used for any purpose. Leave used for any purpose may not normally be used during orientation week or the first or last week of the school year. An exception may be made when an educator has been accepted for an educational program and must report prior to the end of the school year.

4. Nonworkdays. Saturdays, Sundays, regularly scheduled holidays and other administratively authorized nonworkdays shall not be considered days of leave, nor may leave be taken on such days less regularly scheduled as duty days.

5. Minimum Charge. As in the case of pay and duty time, the minimum charge for leave shall be one-half day and additional

charges shall be in multiples thereof. Absence from duty of less than one-half day occasionally may be excused for adequate reasons without charge to leave, at the discretion of the appropriate administrative authority.

## 6. Conversion of Leave

For those principals and assistant principals who are part of the initial conversion at the beginning of the 1987-88 school year, unused annual leave will be retained up to the appropriate annual leave ceiling for General Schedule employees. This will be available for use by such employees at the rate of 4 hours of annual leave equal to one half day absence. Such annual leave remaining to an employee's credit upon separation will be paid as a lump sum payment. In addition, home leave under 5 USC 6305 (reference h) previously earned will be remain available for use.

b. An administrator shall be credited, for the purposes of the leave system provided herein, with the sick leave to this or her credit immediately prior to the effective date of his or her conversion, transfer, promotion, demotion, or reappointment to an educator position, provided he or she is an employee of the Federal Government and is transferred, promoted, or reappointed, without break in service, from a position under a different leave system to an educator position. Sick leave so credited shall be included in the educator's leave at the rate of 4 hours of sick leave equal to one half day of educator's leave. Any remaining hours (less than 4) are discarded.

c. Annual leave shall not normally be credited, except during the initial conversion of DoDDS principals and assistant principals to the TP pay schedule. Principals and assistant principals entering a position under "this regulation after the initial conversion will receive a lump-sum payment for accrued annual leave from the previous employer in accordance with 5 U.S.C. 5551 (reference h).

## 7. Transfer and Recredit of Educator's Leave

a. When an administrator is separated from a DoDDS educator position and is reappointed in another DoDDS administrator position without a break in service of more than 3 school years, any previous leave account (educator's leave) shall be credited, and be made available for use.

b. If an administrator accepts temporary employment with the Government during a recess period, the leave account of the teaching position will not be transferred to the leave account for use in the temporary position. Any sick leave earned during other types of temporary summer employment will be credited and the unused balance will be transferred to the educator's leave account when work is resumed i.. his or her regular teaching position.

8. Liquidation of Leave Upon Separation

a. Any annual leave earned under a different leave system while employed by the DoD Dependents Schools and remaining to the credit of a teacher upon separation shall be liquidated by a lump-sum payment in accordance with 5 U.S.C. 5551.

b. Any educator's leave shall not be liquidated through lump-sum payment when the administrator is separated.