



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

January 31, 2007

MEMORANDUM FOR SUPERINTENDENTS, DODDS-E
PRINCIPALS, DODDS-E

SUBJECT: Standard Operating Procedure (SOP) for Payment of DoDDS General Schedule (GS)
Employees for Extra-Duty Compensation (EDC) Positions

References:

- (a) DS Regulation 5550.9, Compensation for Extra Duty Assignments, October 1988
- (b) (SOP) DoDDS-E Substitute Usage Guidance, March 2005
- (c) DoD Directive 1400.13, Salaries and Personnel Practices Applicable to Teachers and Other Employees of the Department of Defense Dependents Schools, March 1, 2006
- (d) DoDEA Policy Memorandum 04-HRC-003, Extra Duty Compensation for the Department of Defense Dependents Schools Substitute Teachers, July 30, 2004
- (e) Overseas Educators School Year Salary Schedules, published annually
- (f) General Schedule Salary and Special Salary Tables, published annually and located at <http://www.opm.gov/oca/06tables/>.

A. PURPOSE: This SOP establishes the procedures for the payment of DoDDS-E GS employees who perform in EDC positions.

B. APPLICABILITY: This SOP applies to all DoDDS-Europe GS employees.

C. PROCEDURES: Any GS employees already employed in DoDDS may perform extra-duty assignments and are authorized regular pay to a maximum of 80 hours per pay period or overtime pay for hours over 80 hours per pay period, but only after all requirements of law, regulation and collective bargaining agreements pertaining to recruitment and selection practices for educators (TP employees) have been satisfied. The use of GS employees can occur only after all TP employees (including substitute and other 'in-complex' teachers) have been offered an opportunity to perform the EDC assignment.

Full-time Federal employees working for other components, foreign national employees, military service members, and other GS employees may also perform EDC assignments after all requirements of law, regulation and collective bargaining agreements pertaining to recruitment

and selection practices for educators (TP employees) have been satisfied, but are not eligible to receive compensation.

The supervisors of full time DoDDS-E GS employees (work schedule of 80 hours per pay period) who fill EDC positions must provide the administrator/timekeeper with a Time Sheet showing the date, duty hours and hours worked in the EDC position. The timekeeper will enter the time as overtime. The Overtime Request Form 5172-R is to be prepared for each EDC position held by a GS employee, and must identify the position, the hours authorized for the position and the balance of hours available for the position.

Part-time DoDDS-E GS employees (work schedule of 40 hours or less per pay period) who are eligible for a dual appointment to a substitute teaching position will receive compensation for an extra duty assignment as a substitute. Every four hours of verified extra duty time will be paid at the .5 substitute daily rate. These substitute days will be deducted from the school's substitute allocation.

The supervisors of part-time DoDDS-E GS employees (work schedule of more than 40 hours per pay period) who are not eligible for a dual appointment to a substitute teaching position must provide the administrator/timekeeper with a Time Sheet showing the date, duty hours and hours worked in the EDC position. The timekeeper will enter the time as regular time to reach the 8 hours per day that is paid to the employee at the employee's current GS rate. Additional time will be entered as overtime, and the Form 5172-R is to be prepared as described above.

At no time is the method of compensation to be anything other than regular or overtime pay. Compensatory Time and Holiday Pay are not authorized forms of extra duty compensation.

Travel in conjunction with duties required of the EDC position will be authorized Administrative leave and not charged annual leave.

In all instances, it is the responsibility of the manager to ensure that the GS employee does not work more hours than those allocated for the position. The hours and funds committed to the position on the school's Posted Copy of EDC positions cannot be used for any other positions.

D. EFFECTIVE DATE: This SOP is effective February 1, 2007.



Diana J. Ohman
Director, DoDDS-Europe

cc:
Chief, HRO, DoDDS-E