

DORMITORY COUNSELORS/SUPERVISORY DORMITORY COUNSELORS

A. ADDITIONAL COMPENSATION. Dormitory Counselors/Supervisory Dormitory Counselors receive additional compensation for:

1. Condition of Employment. This is compensation for all sleep-in time and all night, holiday, and Sunday work.

2. Additional Hours. This is compensation for scheduled or unscheduled additional work (not to exceed the school-year amount published by the DoD Wage Fixing Authority (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, and medical and military officials of the base, arranging for dormitory activities, and interruption of sleep-in time to perform substantive duties.)

B. CERTIFICATION.

1. Condition of Employment. The remarks section of the SF 50, Notification of Personnel Action, is annotated to indicate that the employee is entitled to receive Condition of Employment compensation under the authority of this regulation.

2. Additional Hours. Compensation for Additional Hours is certified on each dormitory counselor's time and attendance report by the appropriate supervisor.

c. PAYMENT.

1. Condition of Employment.

a. The amount of Condition of Employment compensation is published annually by the WFA and is based on the employee's work schedule. The rates of Condition of Employment compensation are identified as the 5 Day, 40 Hour rate and the 7 Day, 40 Hour rate. These rates are paid depending upon whether the dormitory counselor is scheduled to work on a 5- or 7-day basis.

b. Condition of Employment compensation is pro-rated over the entire school year and is paid on a bi-weekly basis while the employee is in a pay status during the regular school year. EXAMPLE: Using the SY 1987-88 WFA schedule, the school-year amount of Condition of Employment compensation is \$920.00 in a 5-day dormitory, and \$1,885.00 in a 7-day dormitory.

2. Additional Hours.

a. A daily increment is used to pay Additional Hours work. To “calculate the daily-increment in a 5-day dormitory; subtract the 5 Day, 40 Hour rate on the WFA schedule from the 5 Day, 45 hour rate. The difference is the school-year amount authorized for Additional Hours in a 5-day dormitory. For the 7-day dormitory, subtract the 7 Day, 40 Hour rate from the 7 Day, 45 Hour rate. EXAMPLE: Using SY 1987-88 rates, in a 5-day 40 hour dormitory, subtract \$920.00 from \$4,775.00. The answer, \$3,855.00, is the maximum school-year amount payable for Additional Hours during SY 1987-88. To facilitate payment, the maximum amount is divided by 190 to identify the daily increment of Additional Hours. In this example, the daily increment is \$20.29 ($\$3,855/190 = \20.29).

b. Additional Hours compensation is paid on a bi-weekly basis upon completion and certification of the time worked.

c. The number of Additional Hours paid per school year will not exceed 190.

D. SUBSTITUTES.

1. Substitutes are authorized to substitute for dormitory counselors and are compensated in accordance with Schedule A rates published by the WFA for substitutes.

2. Substitutes who are required to work and to sleep-in will be compensated on the basis of 1½ days of pay for 12 hours of work. However, to the extent practicable, adjustments should be made in the duty schedule to avoid the requirement for substitutes to sleep-in. Night, holiday, and Sunday pay is not authorized in addition to the scheduled daily rate for substitutes.