

STANDARD OPERATING PROCEDURE EXTRA DUTY COMPENSATION (EDC)

References:

- (a) DS Regulation 5550.9, Compensation for Extra-Duty Assignments, October 7, 1988
- (b) DoDDS Atlantic Memorandum, subject: New 1-19 Extra-Duty Activity Compensation, September 10, 1993
- (c) DoDEA Memorandum, subject: Extra-Duty Compensation for the DoDDS Substitute Teachers, July 30, 2004

1. **PURPOSE:** This SOP establishes procedures for preparing and submitting EDC documents (EDC Authorization and payment certifications) to the Isles District Superintendent's Office (DSO).
2. **APPLICABILITY AND SCOPE:**
 - a. The provisions of this regulation apply to all schools with extra duty assignments. Only certain personnel employed by DoDDS overseas under the Teaching Position (TP) pay system, substitute teachers, and GS employees are authorized extra-duty assignments. Local nationals or Administrators are NOT authorized extra duty assignments.
 - b. This SOP clarifies and standardizes those forms, which must be submitted per referenced guidance. This SOP does not intend to provide conflicting guidance. This SOP provides standardized variations to the forms required by the DSO. The school must notify the District Superintendent, through the Budget Officer, of any perceived conflicts in policy.
 - c. Schools may not reprogram Extra Duty Compensation funds. Any identified surplus funds must be returned to the District. The amounts returned by schools will be held in a separate, District Extra Duty account. Schools requiring additional funds must get approval from the District Superintendent. If approved, funds will be provided if and only if funds are available in the District Extra Duty account.
3. **REQUIRED FORMS:** The above references require each school with an extra-duty-program to maintain these forms. Be sure to provide a copy of ALL items in **bold** to the DSO, Attn: Budget Officer:

Memorandum of Understanding (ref a, app D)
EDC Authorization (encl 1);
Extra-Duty Time Sheet (encl 2)
Certification of Extra-duty Assignment (encl 3)

- a) **SCHEDULED SUBMISSION DATES:** The following documents should be submitted to the DSO, Attn: Budget Officer on noted dates. If a specific date falls on a weekend or holiday, the document is due on the next working day.

i) EDC AUTHORIZATION:

September 20: (or earlier) “*Estimated EDC Authorization.*” Post the extra duty authorization using a budget based on the August 30 enrollment of the new school year.

[Budget: DSO will issue this budget early September (5 working days after the schools submit their August 30 enrollment to DoDEA, with a email of the total enrollment to the Budget Officer)].

October 15: “*Initial, EDC Authorization.*” The estimated EDC budget will be adjusted to the official, 30 September enrollment figures. Please be aware that the DSO will withdraw or increase EDC funds provided earlier (using August 30 enrollment) if your school enrollment decreases or increases, respectively, during the month of September.

Months beyond: “*Revised EDC Authorization.*” Any changes to the EDC Authorization (because of new or canceled assignments, hourly band changes, etc.), should be re-submitted to the Budget Officer by the 20th of each month. Submission are not required if there are no changes.

- ii) **CERTIFICATION OF EXTRA-DUTY ASSIGNMENT:** School principals will request payment for each completed activity on the Certification form, the schools are required to maintain the timesheet of hours worked, and the Memorandum for Understanding. Each person “MONTHLY” will turn in the timesheets to the principal; however, **do not send copies to the DSO.**

The school must verify that all information is correct, as this will serve as the “timecard.” The principal’s signature will certify that the payment is correct; and, the named individual and accompanying SSN are correctly stated for the noted activity.

4. **FIELD DEFINITIONS, REQUIRED FORMS: EDC AUTHORIZATION (Encl 2)**

- a) Reg Emp & Subs: EDC for regular employees and substitutes are paid from the EDC budget.
 - b) GS: GS employees are paid from the payroll (not the EDC) budget as regular pay or overtime. However, the hours/amount will be figured in the authorized amount and then returned to the DSO. Therefore these contracted amounts must be monitored separately.
 - c) Regular (not-fenced) v. Fenced: The EDC budget authorizes specific, fenced positions by which the DSO mandates certain activities at each school. These assignments are specific — by title and are funded for that purpose only. Each school is responsible for ensuring that these fenced positions are assigned in a timely manner. If the positions cannot be filled, the funds must be returned to the DSO.
 - d) *Person Assigned*: Last name, first name, (Nickname), e.g., Smith, Jonathan A. (Jon)
 - e) *Required Hours*: This is the pay band for each assigned duty.
 - f) Reg Emp and Subs: The employee bands will be equivalent to pre-established bands in references a and b.
 - g) *Maximum Allowed (\$)*:
 - i) For Reg Emp and substitutes: The amount based on the band.
 - ii) For GS: The amount is based on their grade and step: OT rate for fulltime and hourly rate for part-time.
 - h) *Date Completed*: Last entry in the Extra-duty Time Sheet.
5. This SOP is effective immediately. Any questions should be addressed to the District Budget Officer.



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Superintendent