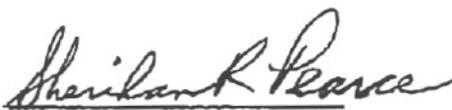


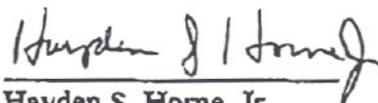
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
AND
FEDERAL EDUCATION ASSOCIATION

The Department of Defense Dependents Schools and the Federal Education Association hereby agree to the following in implementing an option to allow educators to receive base pay over 26 pay periods.

1. Educators may elect or change the option of receiving pay over 21 or 26 pay periods each May.
2. The District Customer Service Representative will send election forms for distribution to educators in each school within the district. Any request to change the educator's current pay option must be completed and signed by the educator and returned to the CSR by May 31.
3. Any change effected to the educator's pay option will remain in place for the full school year.
4. Base pay for educators who elect the 26-pay period option will begin on August 1 and end on July 31 each year.
5. If an educator on the 26-pay period option separates prior to the end of the school year, DFAS will conduct a reconciliation of the educator pay from August 1 until the separation date.
6. New hires or reappointments effective after May 31 each school year will not be eligible for the 26 pay period option until after the first school year of DoDDS employment.



Sheridan R. Pearce
FEA President
May 16, 2002



Hayden S. Home, Jr.
DoDEA Deputy Personnel Director
May 16, 2002

MEMORANDUM FOR DODDS EDUCATORS ON TP PAY SCALES C, D, E, F, G, M, & N

SUBJECT: 21/26 Pay Period Pay Option

SUSPENSE: June 7, 2002

This is your opportunity to elect to receive your base pay over 26 pay periods.

If you would like to make a change to the way you are currently paid, please check the appropriate block on the attached form and drop off or **fax** the completed form to your Customer Service Representative located at your District Personnel Field Office.

If you are electing to be paid over 26 pay periods, the effective date will be ***August 1, 2002***, and you will begin receiving a paycheck with base pay during the ***pay period ending August 10, 2002*** (pay day August 16, 2002). Keep in mind that if you are changing from 21 to 26 pay dates, your biweekly salary will decrease due to your salary being distributed over 26 pay periods instead of 21 pay periods. If you elect this option, the ending date for your 2002- 2003 school year salary will be July 31, 2003, which will be included in the pay for pay period ending August 2, 2003, with a pay date of August 8, 2003. You may only change your election once each year during May.

If you are currently on 26 pay period pay and want to continue, do nothing. We will only change you back to 21 pay period pay if you elect this option using this form, or you terminate prior to July 31. If you do elect to go back to 21 pay period pay, your last day of pay under the 26 pay period pay option will be July 31, 2002. Also, if you are currently on the 21 pay period pay and wish to continue your pay over the 21 pay periods, do nothing.

To ensure that this change is implemented, it is imperative that we receive the completed form by the suspense date of June 7, 2002.

If you have any questions, please contact your Personnel Center Representative or Customer Service Representative listed below (include telephone number). Thank you.

Personnel Center Representative
District

Customer Service Representative
District

DoDDS Educator
Payment Change Election Form
(Complete **only** if changing to or from the 26 pay period option)

CHECK ONE BLOCK ONLY:

____ I am currently on 21 pay period pay and would like to change to 26 pay period pay.

____ I am currently on 26 pay period pay and would like to change to 21 pay period pay.

OFFICIAL NAME as reflected on
your leave and earnings statement

SCHOOL where currently
assigned

SSN#

SIGNATURE

DATE

FAX THE COMPLETED FORM TO OR DROP IT OFF AT THE DISTRICT
PERSONNEL FIELD OFFICE:

DSN:
COMMERCIAL: