



IN REPLY REFER TO

## United States Department of the Interior

**BUREAU OF INDIAN AFFAIRS**  
Office of Indian Education Programs  
Human Resources Office  
P.O. Box 769  
Albuquerque, New Mexico 87103

MAR 30 2004

### MEMORANDUM

TO: Director, Office of Indian Education Programs  
Deputy Director, Office of Indian Education Programs  
Education Line Officers  
School Principals

FROM: *Kay Wynn* Human Resources Officer

SUBJECT: Amendment to the Staffing Differential Bulletin: OIEP Human Resources  
Bulletin 03-05 dated March 27, 2003

This is to amend the above bulletin to delete the Exceptions noted on page (4) for the automatic Staffing Differential. The following job categories listed below will no longer receive an automatic Staffing Differential:

- School Janitor (36A)
- School Bus Driver (39A)
- Principal Teacher/Head Teacher (20)
- School Maintenance Worker (56A)
- School Cook (43A)

This change will take effect with the next school year contracts (04-05). If the Education Line Officers and/or Principals wish to continue the staffing differentials for the above, they are to use the Requesting Criteria documentation /justification required as stipulated by the above bulletin – 03-05 dated March 27, 2003. The types of Staffing Differential should be based on Recruitment; Retention or Supervisory and should be requested as such.

Again, this is to emphasize that the Automatic Staffing Differentials are deleted from the above job categories. This is to ensure consistency in all the job categories with the requesting criteria the same for all positions.

The School Janitor Job Category has already been revised to reflect the above change – Job Category 3566 – approved 3/8/04 (deletes the automatic staffing differential). The remaining four (4) job categories will be revised as well within the next few months. This memorandum will serve as official notification of this change.

If there any are questions, please do not hesitate to contact either Doris Willie, OIEP Classification Officer at 505-248-6963 or Kay Hayes, Acting Human Resources Officer, at 505-248-6366.