

POLICY ————— PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION SUPPORT STAFF MEMBERS 4152 / PAGE 1 OF 1

4152 – WITHHOLDING AN INCREMENT AND/OR FREEZING WAGES

Advancements on the salary schedule including annual employment and adjustment increments are not automatically granted and must be earned by satisfactory performance. Advancements require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties, as well as a satisfactory attendance record, and compliance with district rules and regulations.

The Board of Education may determine, by recorded roll call majority vote of the full membership and at any time prior to the commencement of the school year or contract year in which the employee's salary will vest, to withhold any or all of the increments indicated by the salary schedule or by Board policy. In no case will the Board withhold a portion of an increment.

If both the employment and adjustment increment are withheld, the employee's salary will continue fixed at the same dollar value during the next school year, even though the dollar value of the salary schedule for the specific step the employee is on may change.

The Superintendent shall base a recommendation for wage freeze/increment withholding on evaluations of the employee's performance and conduct. The Superintendent must also show to the satisfaction of the Board that the standards by which an employee has been evaluated are not exceptional or unusual and are expected of all employees in a similar classification.

The Board shall, within ten days of its formal action to withhold an increment, give written notice to the affected employee of both the action and the reason or reasons for which it was taken.

The purpose of the Board in withholding increments and/or freezing wages is to improve the educational program and encourage the highest possible professional performance of its employees. Accordingly, all reasonable efforts will be made to inform employees of any deficiencies that may result in the withholding of an increment and to assist them in the correction of those deficiencies.

An increment withheld may be restored only by action of the Board. Nothing in this policy shall limit the right of a successor Board to restore an employee from whom an increment or increments have been withheld to that place on the salary schedule he or she would have achieved had the increment or increments not been withheld.

Adopted: 13 December 1999
Revised and Adopted: 6 June 2016