

LYNDHURST BOARD OF EDUCATION  
Lyndhurst, New Jersey 07071  
Policy

File Code: 4117.51

WITHHOLDING AN INCREMENT

No advancement on a salary guide, including annual increments and raises as set forth in guides now in effect or as may be adopted from time to time by the Board of Education, shall be considered automatic. Advancement on any such guide shall require favorable reports covering professional competence, performance of duties assigned, and record of attendance of each employee.

As a general policy, the Board will not withhold a salary increment on the basis of a single poor evaluation or a single incident except in flagrant cases. A staff member should generally be given a year to demonstrate the effectiveness of the recommended remedial action before punitive action is taken.

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 final determination to withhold an increment shall be made by the Board, which may choose to freeze an employee's wages for one year or to hold an employee at the same vertical step on the guide. The employee shall be notified of the Board's decision in writing and the reasons therefore within 10 days of the action by the School Business Administrator/Board Secretary. The Superintendent shall prepare rules for administering this policy.

Date: January 10, 1984

Reviewed: August 29, 1994

Legal Reference: N.J.S.A. 18A:29-14 Withholding Increments; Causes;  
Notice of Appeals

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