

**Wayne Township Public Schools  
Wayne, New Jersey**

**Standard Operating Procedure  
Restoration of Increment Withholding**

Subject: Restoration of Increment Withholding	Effective Date: July 1, 2013	Page 1 of 3
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To establish a process for the restoration of increment withholding, if it has not been deemed permanent.
- II. **Authority:** Superintendent
- III. **Terms and Conditions:** This process applies to staff members who have lost a salary increment and wish to request that it be restored based on their improved performance, attendance, etc.  
  
Board of Education Policy #3152 – Withholding An Increment – Teaching Staff Members  
Board of Education Policy #4152 – Withholding An Increment – Support Staff  
1989 Amendments to Employer-Employee Relations Act  
New Jersey Administrative Code 6A:3-4.1  
New Jersey Statute 18A:29-14
- IV. **Reporting Procedures:** Superintendent
- V. **Approval Process:** Superintendent
- VI. **Consequences:** Failure to follow the procedures as set forth will result in the denial of the restoration of the increment withheld
- VII. **Dissemination:** Superintendent, Assistant Superintendent, Business Administrator, Directors

Advancement on any salary schedule, including adjustment increments, are not automatically granted and must be earned by satisfactory performance. They shall require favorable evaluations of the employee's competence, and thoroughness in the performance of assigned duties, a satisfactory record of attendance and adherence to the rules of the District and high standards of professional conduct.

Consideration for the restoration of increments withheld shall only be considered when:

1. The increment withholding, as recommended by the Superintendent and approved by the Board of Education, has not been deemed permanent.
2. The increment withholding resulted from poor performance or poor attendance. Increment withholdings recommended and approved in the case of discipline shall not be considered for restoration.
3. There is demonstrated improvement in the employee's evaluations(s) of the specific issue that resulted in the increment withholding, for a period of three (3) consecutive school years.

In order for consideration to be made for the restoration of an increment withholding, the following procedures shall be followed:

#### **SUPPORT STAFF**

1. The employee submits a letter of consideration to their immediate Supervisor along with any documentation to support their request for restoration.
2. The Supervisor shall review the request, and if, after further investigation and collection of documentation including employee evaluations, attendance records, etc., supports the restoration of the increment withholding, shall provide a written recommendation in support of the restoration to the District Administrator for consideration.
3. The District Administrator shall review the initial employee request and the recommendation from the immediate Supervisor. If the District Administrator is in support of the recommendation to restore the increment, the Administrator shall provide a written recommendation, along with all documents, in support of the restoration to the Superintendent.
4. The Superintendent shall make a determination, based on all of the documents submitted, on whether to make a formal recommendation to the Board of Education for the restoration of the increment. If the Superintendent supports the restoration of the increment, the proper action will be placed on the Board of Education agenda for action. If the Superintendent does not support the restoration of the increment, the Superintendent shall notify the employee in writing.
5. If the Board supports the restoration of the increment, the Human Resources Department shall issue a revised contract to the employee reflecting the restoration of the increment. If the restoration is approved during the school year, the restoration amount shall be prorated as of the date of the Board of Education action and shall not be made retroactively to the beginning of the school year.

## **PROFESSIONAL STAFF**

1. The employee submits a letter of consideration to their immediate Supervisor or Building Principal, along with any documentation to support their request for restoration.
2. The Supervisor or Principal shall review the request, and if, after further investigation and collection of documentation including employee evaluations, attendance records, etc., supports the restoration of the increment withholding, shall provide a written recommendation in support of the restoration to the District Director or Administrator for consideration.
3. The District Administrator shall review the initial employee request and the recommendation from the immediate Supervisor or Principal. If the District Administrator is in support of the recommendation to restore the increment, the Administrator shall provide a written recommendation, along with all documents, in support of the restoration to the Superintendent.
4. The Superintendent shall make a determination, based on all of the documents submitted, on whether to make a formal recommendation to the Board of Education for the restoration of the increment. If the Superintendent supports the restoration of the increment, the proper action will be placed on the Board of Education agenda for action. If the Superintendent does not support the restoration of the increment, the Superintendent shall notify the employee in writing.
5. If the Board supports the restoration of the increment, the Human Resources Department shall issue a revised contract to the employee reflecting the restoration of the increment. If the restoration is approved during the school year, the restoration amount shall be prorated as of the date of the Board of Education action and shall not be made retroactively to the beginning of the school year.