

**Policy**

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WITHHOLDING INCREMENT

The Frenchtown Board of Education believes that each employee should continually strive to improve his/her performance. The board recognizes that an employee may fail to adequately perform the job requirements for which he or she was hired. Therefore, the board reserves the right to withhold an increment for inefficiency or other good cause in accordance with the procedures outlined in N.J.S.A. 18A:29-14.

The final determination to withhold the employment increment, or the adjustment increment, or both shall be made by a recorded roll call majority vote of the full membership the board. The board, within 10 days, shall give written notice of such action, together with the reasons for the action, to the member concerned. The member may appeal from the action to the commissioner under rules prescribed by him/her.

When an increment is withheld, the board of education shall state whether the employment increment, the adjustment increment, or both are being withheld. 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 guide for the specific step the employee is on may change.

In all cases of withholding of increment, the board of education may act to restore the individual to his/her proper place on the salary guide in the second half of the year in which the increment was withheld, or in a subsequent year, based on a recommendation from the superintendent after a review of the employee's performance.

Adopted: January 9, 2007  
NJSBA Review/Update: September 2016  
Readopted: February 28, 2017

Key Words

Increment, Withholding Increment; Salary; Performance Evaluation; Attendance

**Legal References:** N.J.S.A. 18A:29-14 Withholding of increments; causes; notice of appeals

**Possible**

**Cross References:** \*4115 Supervision  
\*4116 Evaluation  
\*4215 Supervision  
\*4216 Evaluation

\*Indicates policy is included in the Critical Policy Reference Manual.