

**Policy**

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WITHHOLDING INCREMENT

The Mount Laurel Township School District 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 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. Prior to voting on a recommendation to withhold a salary increment the board shall offer the employee the right of a hearing before the board or a board appointed committee. The board will give, within ten days, written notice to the member concerned, of the decision to withhold an increment, together with the reasons therefore.

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: October 12, 1977  
Revised: June 10, 1986; April 30, 1997; May 24, 2005  
NJSBA Review/Update: June 2013  
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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

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