

Schools Support Staff Increments – How to complete

Please click on the below link to access the questionnaire:

<https://consult.northyorks.gov.uk/snapwebhost/s.asp?k=151799654855>



Schools Support Staff Increments 2019

It is requested that the below form is completed to confirm increments to be applied, withheld or removed for your staff using the increment assessment criteria below:

Satisfactory Appraisal
Disciplinary Warnings / Actions
Capability Issues
Sickness Absence

Please check that these areas have been reviewed

Enter the Schools Name

School Name:

Enter the schools 4 digit DFE Number

DFE Number (NNNN):

If there are no increments to withhold or withdraw then please submit a nil return by placing a tick in this box

I confirm that I have reviewed the above Increment assessment criteria and I confirm that increment progress is applied to all eligible staff:
 Tick to confirm

I confirm that I have reviewed the above Increment assessment criteria and I confirm that increment progress is applied to all eligible staff with the exception of those detailed below:
 Tick to confirm

NOTE:

Please use the following number code to specify the reason for the Increment being withheld or removed:

- 1 - Unsatisfactory Appraisal
- 2 - Disciplinary Actions
- 3 - Capability Issues
- 4 - Sickness Absence

In this section, please enter the relevant details, of any support staff who **should not** receive an increment

Name	Employee Reference	Reason for increment being withheld or removed
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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In this section you will need to enter the reason code (1,2,3 or 4) for withholding or withdrawing an increment.

Please complete with Headteachers name here for authorisation

Please provide the name of person completing this form:

Please provide below the Headteachers name for authorisation:

Enter today's date

Date (dd/mm/yyyy):

TO BE COMPLETED BY **22nd FEBRUARY 2019** AT THE LATEST

Once you have completed all questions, please select 'Submit'.

If you have any queries, please contact:

EmploymentSupportService@northyorks.gov.uk or by phone on 01609 532190.

Once you have completed all questions, select "Submit"