****

Stage Two - Deferment of Increment

(State School Teachers)

In accordance with the *Department of Education, Training and Employment State School Teachers’ Certified Agreement 2012,* employees who are subject to a Managing Unsatisfactory Performance (Stage 2 or beyond) process at the time of their annual increment are not entitled to progress to a higher increment.

Once an employee’s performance has been deemed satisfactory, the employee is to receive an increment from each anniversary of the date on which they are deemed to be performing satisfactorily thereafter (subject to continued satisfactory performance).

NB: Principals are only responsible for advising Payroll Services of any action during Stage 2 of the MUP process.

**SECTION A – EMPLOYEE DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Employee No.: |  |
| Position: |  | Date of commencement of stage two: |  |

**SECTION B – APPROVAL TO DEFER INCREMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *I declare that the above mentioned employee is subject to a Managing Unsatisfactory Performance process (Stage two or beyond) which has been conducted in accordance with the applicable departmental procedure.*  *I also declare that the employee has been advised (in writing) that their increment is to be deferred in accordance with the Department of Education, Training and Employment State School Teachers’ Certified Agreement 2012.* | | | |  |
|  | Principal’s Name  (Please print) |  |  |  |  |
|  | Principal’s Signature |  | Date |  |  |
|  | | | | | |

**SECTION C – APPROVAL FOR EMPLOYEE TO RESUME INCREMENTING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *I declare that the above mentioned employee’s performance is satisfactory from:* | | | |  |
|  | Delegates Name (i.e. Principal, Regional Director)  (Please print) |  |  |  |  |
|  | Signature |  | Date |  |  |
|  | | | | | |

Please scan and email completed form to Payroll Services via email at [tct@dete.qld.gov.au](mailto:tct@dete.qld.gov.au) or fax to (07) 3012 8581.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Office Use Only   * Sent to Payroll Services for processing | | | * Deferment of increment processed | | |
| Sent By: |  | / / | Processed By: |  | / / |