



CCMS Circular 2008 / 19

17 October 2008

UPPER PAY SCALE PROGRESSION – SEPTEMBER 2008

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

160 HIGH STREET

HOLYWOOD

BT18 9HT

TELEPHONE: 028 9042 6972

FAX: 028 9042 4255

Website: www.onlineccms.com

Target Audience:

- Chairs of Boards of Governors of Catholic Maintained Schools
- Principals of Catholic Maintained Schools

Summary of Contents:

Guidance for teachers eligible for progression up the upper pay scale (UPS2 & UPS3) from 1 September 2008.

Enquiries:

Enquiries regarding this circular should be referred to:

Diocesan Education Offices

Armagh 028 8775 2116

Clogher 028 6632 2709

Derry 028 7126 1931

Down and Connor 028 9032 7875

Dromore 028 3026 2423

Related Documents:

Superseded Documents:

CCMS 2007 / 34

Expiry Date:

Upper Pay Scale Progression – September 2008

This letter offers guidance for teachers eligible for progression to UPS2 or UPS3 from 1 September 2008.

Teachers are eligible to be considered for progression up the upper pay scale every two years until they reach the maximum of the scale (point 3). Thus teachers who were placed on UPS1 on or before 1 September 2006 are eligible to be considered for progression to UPS2 from 1 September 2008 and similarly teachers placed on UPS2 on or before 1 September 2006 are eligible to be considered for progression to UPS3 from 1 September 2008. The decision to progress a teacher up the upper pay scale must be taken by the principal and based solely on those teachers having two consecutive successful performance review statements.

All principals should ensure that the necessary TR268 (UPS2) and (UPS3) forms are completed and returned to the Department of Education, Teachers' Pay and Administration Branch, Waterside House, 75 Duke Street, Londonderry BT47 6FP as soon as possible and that all decisions taken are recorded on the attached U2 and U3 forms.

It is appreciated that many schools will have already reached decisions on those teachers eligible for progression to UPS2 and UPS3 from 1 September 2008, in such cases, principals should ensure that the appropriate U2 and U3 forms are completed and retained in the school and the enclosed TR268 form returned to Waterside House at the address above. Only those teachers recorded on the appropriate forms will receive payment from 1 September 2008.

Yours sincerely

La'Verne Montgomery
Head of Human Resources and Corporate Services

Enc

2008: PAY PROGRESSION FOR TEACHERS

Movement to Point 3 of the Upper Pay Scale September 2008

This note provides guidance to governors and principals on the arrangements agreed for the movement of teachers to point 3 of the upper pay scale from 1 September 2008. It should be read in the context of the statutory responsibilities for teachers' salaries of Boards of Governors and principals. It is important teachers are confident that decisions on progression are arrived at in a fair, consistent, transparent and evidence-based manner.

Who is eligible to move to point three of the Upper Pay Scale from 1 September 2008?

Teachers in post at 1 September 2008 who moved to point 2 of the Upper Pay Scale on or before 1 September 2006 are eligible to be considered for progression to point 3 of the Upper Pay Scale from 1 September 2008.

What criteria will be used to make decisions on movement?

The principal, in approving the movement of an individual teacher, needs to ensure the teacher was placed on UPS2 on or before 1 September 2006 and has **two consecutive** successful PRSD reviews statements.

How will decisions on movement be made?

In most cases the decision will be based on the performance of the teacher over the previous two years (2006/07 and 2007/08), with other evidence from the teacher being permitted. Decisions on movement will be taken solely on the basis of two consecutive successful PRSD review statements.

Is there an application process?

There is no centrally administered application process nor is there a standard application form for completion by the teacher. Decisions on progression will be taken in the school by the principal and it is important for a principal to make clear to all teachers the process to be used to inform his/her decision-making.

Is there an appeal process for unsuccessful teachers?

Teachers' who are not approved for movement may appeal under the appeals mechanism within their school's salary policy. Grievance procedures should not be used for appeals against pay decisions.

CONFIDENTIAL

U3

Movement to Point 3 of the Upper Pay Scale from 1 September 2008

School: _____ School No: _____

Teacher: _____ TR No: _____

Subject / Area: _____

Position (e.g. HOD): _____

1. Has the teacher completed two consecutive successful PRSD Reviews YES / NO

2. Where an unsuccessful PRSD review has been recorded provide details of the reasons.

3. Recommendation:

*Note: This section should be completed **ONLY** when a **FINAL** decision is made.*

I recommend that _____ *(teacher's name)* **should / should not** be placed on UPS3 with effect from 1 September 2008.

Principal: _____

Date: _____

This record should be retained securely in the school.

It may be required for quality assurance audit purposes or in the event of an appeal.

MULTIPLE ENTRY TR268 (UPS3)

Name of School: _____ School Reference No /

The teachers listed below are authorised to be paid on Point 3 of the Upper Pay Scale (UPS) from the date shown in Column (5) below, in accordance with the following criteria:-

- After two years service on Point 2 of the Upper Pay Scale teachers are eligible for consideration for progression to Point 3 of the Upper Pay Scale providing they have two consecutive successful PRSD review statements.

The completed form must be returned to Teachers' Pay and Administration Branch, Waterside House, 75 Duke Street, Londonderry, BT47 6FP.

1 Name	2 Teacher's Reference Number (TR No)	3 Date Placed on Upper Pay Scale Point 2	4 Revised Salary Placing on Upper Pay Scale	5 Effective Date of Payment on Upper Pay Scale Point 3	(6) For Use by Teachers' Pay and Administration Branch
	<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"/> <input type="text"/> <input type="text"/> <input type="text"/>	3	<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"/> <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"/>	3	<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"/> <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"/>	3	<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"/> <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"/>	3	<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"/> <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"/>	3	<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"/> <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"/>	3	<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"/> <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"/>	3	<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"/> <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"/>	3	<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"/> <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"/>	3	<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"/> <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"/>	3	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Signature of Principal: _____ Date:

(on behalf of Board of Governors)

*Countersignature of Employing Authority: _____ Date:

**To be signed by the Employing Authority in respect of a school which does not have a fully delegated budget.*

To be copied to the Employing Authority in respect of a school which does have a fully delegated budget.

For Office Use Only	Received	Input (AO)	Checked (EOII)
Signature			
Date			

NOTES

Please note the following points carefully when completing form TR268.

1. After two years service on UPS2, teachers are eligible for consideration for progression to UPS3 in accordance with agreed performance review arrangements.
2. Form TR268 (UPS3) should be completed in respect of eligible teachers who have been recommended for progression to UPS3.
3. Schools with **fully delegated** budgets should send a copy of the form to their Employing Authority.
4. Schools which **do not have a fully delegated** budget should send the **original** TR268 form to their Employing Authority for authorisation and onwards transmission to Waterside House.
5. Return form TR268(UPS3) to:-

Department of Education
Teachers' Pay and Administration Branch
Waterside House
75 Duke St
Londonderry
BT47 6FP

2008: PAY PROGRESSION FOR TEACHERS

Movement to Point 2 of the Upper Pay Scale September 2008

This note provides guidance to governors and principals on the arrangements agreed for the movement of teachers to point 2 of the upper pay scale from 1 September 2008. It should be read in the context of the statutory responsibilities for teachers' salaries of Boards of Governors and principals. It is important teachers are confident that decisions on progression are arrived at in a fair, consistent, transparent and evidence-based manner.

Who is eligible to move to point two from 1 September 2008?

Teachers in post on 1 September 2007 who moved to point 1 of the Upper Pay Scale on or before 1 September 2006 are eligible to be considered for progression to point 2 of the Upper Pay Scale from 1 September 2008.

What criteria will be used to make decisions on movement?

The principal, in approving the movement of an individual teacher, needs to ensure the teacher was placed on UPS1 on or before 1 September 2006 and has **two consecutive** successful PRSD reviews statements.

How will decisions on movement be made?

In most cases the decision will be based on the performance of the teacher over the previous two years (2006/07 and 2007/08), with other evidence from the teacher being permitted. Decisions on movement will be taken solely on the basis of two consecutive successful PRSD review statements.

Is there an application process?

There is no centrally administered application process nor is there a standard application form for completion by the teacher. Decisions on progression will be taken in the school by the principal and it is important for a principal to make clear to all teachers the process to be used to inform his/her decision-making.

Is there an appeal process for unsuccessful teachers?

Teachers' who are not approved for movement may appeal under the appeals mechanism within their school's salary policy. Grievance procedures should not be used for appeals against pay decisions.

CONFIDENTIAL

U2

Movement to Point 2 of the Upper Pay Scale from 1 September 2008

School: _____ School No: _____

Teacher: _____ TR No: _____

Subject / Area: _____

Position (e.g. HOD): _____

- 1. Has the teacher completed two consecutive successful PRSD Reviews YES / NO**

- 2. Where an unsuccessful PRSD review has been recorded provide details of the reasons.**

3. Recommendation:

*Note: This section should be completed **ONLY** when a **FINAL** decision is made.*

I recommend that _____ *(teacher's name)* **should / should not** be placed on UPS2 with effect from 1 September 2008.

Principal: _____

Date: _____

This record should be retained securely in the school.

It may be required for quality assurance audit purposes or in the event of an appeal.

MULTIPLE ENTRY TR268 (UPS2)

Name of School: _____ School Reference No /

The teachers listed below are authorised to be paid on Point 2 of the Upper Pay Scale (UPS) from the date shown in Column (5) below, in accordance with the following criteria:-

- After two years service on Point 1 of the Upper Pay Scale teachers are eligible for consideration for progression to Point 2 of the Upper Pay Scale providing they have two consecutive successful PRSD review statements.

The completed form must be returned to Teachers' Pay and Administration Branch, Waterside House, 75 Duke Street, Londonderry, BT47 6FP.

1 Name	2 Teacher's Reference Number (TR No)	3 Date Placed on Upper Pay Scale Point 1	4 Revised Salary Placing on Upper Pay Scale	5 Effective Date of Payment on Upper Pay Scale Point 2	(6) For Use by Teachers' Pay and Administration Branch
	<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"/> <input type="text"/> <input type="text"/> <input type="text"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<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"/> <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"/>	2	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Signature of Principal: _____ Date:
(on behalf of Board of Governors)

*Countersignature of Employing Authority: _____ Date:

**To be signed by the Employing Authority in respect of a school which does not have a fully delegated budget.*

To be copied to the Employing Authority in respect of a school which does have a fully delegated budget.

For Office Use Only	Received	Input (AO)	Checked (EOII)
Signature			
Date			

NOTES

Please note the following points carefully when completing form TR268.

1. After two years service on UPS1, teachers are eligible for consideration for progression to UPS2 in accordance with agreed performance review arrangements.
2. Form TR268 (UPS2) should be completed in respect of eligible teachers who have been recommended for progression to UPS2.
3. Schools with **fully delegated budgets** should send a copy of the form to their Employing Authority.
4. Schools which **do not have a fully delegated budget** should send the **original** TR268 form to their Employing Authority for authorisation and onwards transmission to Waterside House.
5. Return form TR268(UPS2) to:-

Department of Education
Teachers' Pay and Administration Branch
Waterside House
75 Duke St
Londonderry
BT47 6FP