

September 2008

**Draft Letter from Employers**

**To Principal/Chairman of Governors.**

**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