

General Personnel

5:112 Service Recognition Policy

The Board of Education wishes to recognize long-term dedicated service to the school district. To that end, the Board will award service recognition gifts to employees who complete the following years of service: Those with 10, 20, 25, 30, and 35 years of service will choose a gift from the District 23 Service Award Catalogue.

Post Retirement Service Recognition

The Board of Education wishes to recognize long-term dedicated service to the School District. To that end, for those employees with 15 or more years of service, who retire giving notification to the Board of Education by February 1 of the year they retire, will receive a stipend equal to \$125 for each year of service to District 23. In the event the Board of Education offers any other monetary retirement incentive this stipend will not be awarded.

Determination of Years of Service

The years of service are defined as the total accumulation of all full years of regular employment in School District 23 in any capacity whether full or part-time.

Employees who are unable to complete a full year of service due to illness may be awarded service credit at the discretion of the Board.

Employees who fail to complete a full year of service as a result of a Board approved leave will not receive a year of service for purposes of determining eligibility for a service recognition stipend.

Distribution of Awards

The service recognition gifts will be awarded annually to employees who achieve the steps listed above.

As required by law, the district must report the service recognition retirement stipend as earnings. The amount of the stipend is subject to taxes and retirement system employee contribution requirements. This amount will also serve to increase the total annual earnings reported to the retirement system of which the employee is a member.

ADOPTED: May 10, 2017

Prospect Heights School District 23
