

Document Status: Review and Monitoring

General Personnel

5:110 Recognition for Service and Attendance, Expressions of Sympathy/Memorials

Employee of the Month/Year^{C1}

(The Board of Education will recognize those District employees who contribute significantly to the educational programs and welfare of the students.) The Board of Education will receive nominations for Employee of the Month/Year recipients and designated employees will receive recognition.

Conferment of the award is based on:

1. Demonstration of a sustained and/or significant contribution to the educational program and students;
2. Performance significantly beyond the normal duties of the particular job; and
3. Demonstration of a significant contribution to the community within the District (i.e., Chairman of Cancer Crusade, participation in service organizations, etc.).

Expressions of Sympathy/Memorials

The Board of Education may wish to express concern and support for employees or Board members who have experienced illness, injury, or loss of an immediate family member. Whenever possible, such expressions will be presented to the Board for prior authorization. However, the President or Vice-President may act on behalf of the Board in authorizing such expressions when a more timely response is required. Expressions of concern, sympathy, condolence, or memorial contributions shall be of a reasonable monetary value.

For purposes of this policy, immediate family is children, spouses, brothers, sister, parents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

ADOPTED: August 10, 2022

Prospect Heights School District 23

PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
 - Update the policy language due to changes in local conditions
 - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

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