

Board Adopted: December 5, 1983
Superintendent Review: January 28, 2008 (No Change-New Number)
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Contact Person: Executive Director of Human Resources

POLICY 452

JURY DUTY

I. PURPOSE

District employees who are summoned for jury service will be paid their regular basic wages contingent upon the employee remitting to the District the compensation for jury duty services.

II. GENERAL STATEMENT OF POLICY

Any sum given to the employee for travel expense shall be retained by the employee. On days when jurors are dismissed from duty at an early hour, they will be expected to return to work for the balance of their workday. This also would apply to employees assigned to night shifts, but they would not be required to work if they have had full jury duty assignment on that same day.

District employees summoned for jury service must notify their principal/department head immediately on receipt of the summons. Principals/department heads may recommend that a deferment request be initiated by the employee to accommodate school district operations. The request for deferment, if initiated, must be submitted by the employee personally, specifying the nature of his/her responsibilities and the reason for the request. The request must be initiated with the time specified and addressed to the office designated on the summons.