

Administrative Procedures for Jury Duty (Attachment for Policy No. 342)

Purpose

The purpose of this policy is to provide income protection, in accordance with law, while an employee carries out the civic responsibility of serving on a jury.

Definitions

Jury Summons: the notice issued by the court requiring an individual to appear for duty on a petit or grand jury at a specified location, time and date.

Procedures

The Superintendent designates the Office of Talent as responsible for implementing and maintaining the requirements of this policy and its procedures.

When an employee is called for and serves jury duty, they will not suffer any loss of pay and will be compensated by the school district at their daily rate.

When an employee receives notice of impending jury duty, the following procedures should be followed:

1. When an employee receives a jury summons they shall inform their immediate supervisor.
2. The employee should enter the requested absence in Oracle based on the jury duty reporting date and each day they are required to serve on a jury.
3. A copy of the jury summons should be uploaded to Oracle.
4. The supervisor will approve the absence(s) in Oracle.
5. Upon completion of jury service, the employee must present a statement issued and signed by the Clerk of Court confirming attendance.
6. When an employee receives payment for their jury service, they do not have to remit the payment to the district.

The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Maintenance Schedule

These administrative procedures shall be reviewed upon the review of the policy, or upon the occurrence of a triggering event.