

**STAFF AND PERSONNEL  
SERIES 400**

**404.5**

**TITLE: JURY DUTY/SUBPOENAS**

Employees obligated to serve on a jury during the hours of their regular shift will not be penalized with a loss in wages during the time of their jury services for that service.

If the employee's immediate supervisor deems it necessary, substitute teachers or other personnel shall be hired at District expense to ensure that the juror's district duties are satisfied during the juror's absence.

After five (5) days, any sum of money paid to the juror will be turned over to the District - minus expenses (food and mileage).

Employees who are served subpoenas or summonses to otherwise appear and/or testify in courts and/or a court related proceeding will not be granted paid leave unless the matter is School District related and approved by the Superintendent. (Personal leave can be used for these types of absences.)

All employees who work second shift hours (3:00 P.M.-midnight) and who have been selected to appear for jury duty shall call the clerk by 1:00 P.M. each day of their appearance and will report whether or not they have been selected for jury duty. If they have not been selected and have been released for the day, they will be expected to report for their regular shift in the District.

All employees who are selected for appearance for jury duty and/or jury duty, itself, must deliver their Jury Commissioner Certificates of Service to the District Clerk upon their return to work.

Revised: January 12, 1995

Revised: August 12, 2013