Policy

JURY DUTY

A. Employees selected for jury duty should immediately notify their supervisor.

B. The employee should obtain a jury duty slip or official notification and submit this to the supervisor for attachment to the absentee report.

C. When jury duty services are performed during the regular working hours, the district will pay the difference between jury duty pay and the employee regular pay.

D. The employee should submit the jury duty paycheck stub to the payroll office as soon as it is received.

E. Jury duty mileage reimbursement will not be deducted.

POLICY

Adopted: January 15, 1980