

## **JURY DUTY AND COURT SERVICE**

### **Background**

The Division recognizes that employees may have to perform jury duty or attend court proceedings.

### **Procedures**

1. Employees selected for jury duty will be given a leave of absence with pay.
2. Employees who are required to answer a summons or subpoena to attend as a witness in any proceedings authorized by law, will be given a leave of absence with pay.
3. Employees who are required to answer a summons or subpoena to attend as a witness in any proceedings authorized by law, on behalf of the Division, shall be fully compensated for all costs involved, provided they are appearing for the Division in the normal performance of their duties.
4. Employees who are compensated by the courts on any proceedings authorized by law, shall turn such compensation over to the school division upon receipt of payment.
5. Any clause or provision in a collective agreement or contract, dealing with jury duty or court service, will supersede this Administrative Procedure.

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December, 2003  
Updates: Jan. 2020