

LEGAL AND CIVIC DUTIES

A. Purpose and Scope

To provide guidance and direction for District administrative personnel regarding leaves for classified employees to perform legal and civic duties.

B. General

Legal Duties

Employees shall be granted leave with pay to appear in court as jurors and may be granted leave to appear in court as witnesses other than litigants.

Civic Duties

Employees shall be granted up to 20 days of paid leave per year for service performed within the state on any boards, commissions, committees or groups authorized by Education Code 44987.3, provided the organization informs the District of the service and reimburses the District upon request for compensation paid to the employee's substitute and for actual related administrative costs.

C. Forms Used and Additional References

Classified Leave Request form

D. Procedure

Legal Duties

1. Any jury or witness fees received by the employee, minus the amount for necessary mileage and other expenses connected with the court appearance shall be returned to the District.
 - a. An audit trail for the accounting of such fees shall be established and shall include a signed statement of amount received, mileage and all expenses, and the amount reimbursable to the District.
 - b. The amount to be reimbursed to the District shall be given to the business office, which shall issue a receipt to the employee and deposit the money in accordance with law.

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2. Employees shall be granted leave for court appearances as a litigant under regulation 4261.2 (Personal Leaves).
3. Notices, summons and subpoenas for court appearances shall be submitted to the Business Office and Human Resources office when requests for leave are made.

E. Reports Required

None

F. Record Retention

1. Leave Request Form
2. Notices, summons and subpoenas

G. Responsible Administrative Unit

Human Resources and Business Services

H. Approved By

Associate Superintendent for Human Resources
Assistant Superintendent for Business Services