

Minnesota's First K-12 IB World Schools District

Phone: (651) 457 - 9473

Fax: (651) 457 - 9485

www.sspps.org

Jury Duty Employee Procedure

1. Employee will provide a copy of the jury duty summons to the Payroll Department.
2. Employee will enter the absence in Skyward, with the reason of “Jury Duty”.
3. When the employee reports to the courthouse, they will need to get a form from the county that must be stamped with the date(s) that the employee reported for jury duty. Employee will submit the form to the Payroll Department.
4. Payroll will automatically deduct \$20.00 per day for those days that the employee was on jury duty. This is the amount typically paid by the county.
5. Employee will keep the check that they receive from the county, which will likely include the \$20.00 daily rate, plus mileage.

**NOTE – Employees who are called to jury duty for federal cases will sign their check over to “South St. Paul Schools”, and send it to the Payroll Department.*