

# POLICY

## BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

TEACHING STAFF MEMBERS  
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JURY DUTY

### 3439 JURY DUTY

The Board of Education will indemnify any teaching staff member against loss of pay incurred by a call to jury duty. No such employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the principal or their immediate supervisor who shall determine whether or not a replacement is available. Teaching staff members scheduled for jury service during the school term for whom the administration indicates a replacement cannot reasonably be found shall seek from the Assignment Judge an excusal or deferment of service. Teaching staff members shall obtain from the Superintendent or designee a letter indicating the lack of availability of a substitute in such instances.

A teaching staff member who is a full-time teacher and is absent from school duties on jury duty will receive full pay.

An employee summoned to jury duty shall promptly report the summons to his or her immediate supervisor. On return from jury duty, the employee must submit to his or her immediate supervisor a court record of the number of days served on jury duty.

While on jury duty, an employee must report daily to his or her supervisor the schedule for the following day.

N.J.S.A. 2B:20-1 et seq.  
2B:20-10; 2B:20-16

Adopted: 29 June 1998

