

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 405.3AR Adopted December 1977 Revised February 1990

Title Jury Duty Pre-Approval

1. If no provision for district compensation has been included in the employee's working agreement or letter of assignment, no compensation will be provided.
2. If the employee's working agreement or letter of assignment does provide for district compensation for jury duty, the Payroll Department will deduct from the employee's paycheck an amount equal to jury service payment paid by the county.
3. District procedure 405.3P must be submitted to the Payroll Department within three days following notification from the county jury commissioner.
4. An employee absence form shall be submitted to the Payroll Department through regular channels after jury duty is completed, along with a certificate from the county indicating the number of days and dates served on jury duty.