PROCEDURES FOR JURY DUTY

EFFECTIVE July 1, 2004

Contract Reference: Certificated Section 13.9 and Classified Section 12.6

1. Employees must provide a copy of the official jury duty notice to the immediate supervisor upon receipt.

2. Postponements/Deferrals

   A. Postponements: Employees who wish to postpone jury service can normally call the telephone number provided on the jury duty notice to do so.
   B. Voluntary Deferral for Certificated Employees: Certificated employees may voluntarily defer jury duty from the regular school year to non-work periods and become eligible for deferred jury-duty pay. Voluntary Deferred Jury Duty Timesheets, which have procedures on the reverse side, must be completed and submitted to Payroll for payment. Employees who wish to defer jury duty can normally call the telephone number provided on the jury duty notice to do so.

3. While actively serving jury duty, the district **REQUIRES** employees to clock in and out on the official jury duty time sheet at the beginning and ending of each day at the court facility. There is no limit to the number of days employees can serve as a juror.

4. The work day for all employees serving on jury duty will begin at 8:00 a.m. Employees' work days will be considered worked in full if jury duty service lasts for at least the number of district assigned hours per day of the employees' regular assignments or ends with less than two hours remaining of their normal assigned work hours, excluding lunch periods. Example: An employee assigned 7.50 hours per day who starts jury duty at 8:00 a.m., is given a one-hour lunch from 12:00 – 1:00 p.m. and is released at 2:30 p.m. has served a total of 5.50 hours of jury duty. This leaves 2.00 of the 7.50 hours of the employee's assigned work hours left. The employee is considered to have served a full day.

5. When Employees Must Return to Work if Released Early

   A. Employees released from jury duty with **less** than two hours remaining of their daily assigned hours with the district are not required to return to work. Example: An employee assigned 7.50 hours per day who starts jury duty at 8:00 a.m., is given a one-hour lunch from 12:00 – 1:00 p.m. and is released at 2:30 p.m. has served a total of 5.50 hours of jury duty. This leaves 2.00 of the 7.50 hours of the employee's assigned work hours left. The employee **is not** required to return to work.

   B. Employees released from jury duty with two or **more** hours remaining of their daily assigned hours with the district are required to return to work, regardless of whether a substitute has been hired for the entire day. (Substitutes should be allowed to complete their assignment unless they volunteer to leave early.) Example: An employee assigned 7.50 hours per day who starts jury duty at 8:00 a.m., is given a one-hour lunch from 12:00 – 1:00 p.m. and is released at 12:30 p.m. has served a total of 5.00 hours of jury duty. This leaves 2.50 of the 7.50 hours of the employee's assigned work hours left. The employee **is** required to return to work. Employees will report to their normal work sites except for specific instructions for those below:

      1) Custodians will report to the Maintenance and Operations Office for instructions.
      2) Bus drivers and bus attendants will report to the Transportation Office for instructions.
      3) Child Nutrition employees will report to their regular work site for instructions.

6. When an employee is assigned to a telephone panel, the immediate supervisor is to be informed as soon as possible regarding any jury duty assignments made for the following morning or afternoon.

7. Upon completion of jury duty, employees must submit the original official jury duty timesheet to their immediate supervisor, who will attach it to the absent report. Employees who do not submit the official jury duty time sheet with clock in and clock out times to their immediate supervisors upon return to work may be required to use appropriate leave to cover the absence.

8. Compensation – Employees will keep any checks they receive from the court, which normally includes mileage and jury duty pay if jury duty is served in federal court (effective August 16, 2004, state law changed and jury duty pay will no longer be paid by the court to OUSD school district employees for jury duty served for the state of California). When jury duty pay is paid to employees by the court, employees' pay warrants will be reduced by the amount of jury duty pay, excluding mileage and other court-provided expenses on the next regular pay cycle following receipt of the absence report in the Payroll Department. This reduction will be reflected on pay warrants as "JURY DTY OFST."

Note: The Internal Revenue Service classifies jury duty pay as taxable income. Refer to the Internal Revenue Service Publication 17 or your tax advisor.