

### Jury Duty and Court Testimony

A benefited employee summoned to serve on a jury should complete the form below, send the form to the Human Resources Office, and enter their absence as jury duty into the District’s absence management system, if it occurs during their regular scheduled hours.

Jury duty should result in neither financial gain nor loss for the benefited employee. This employee shall receive regular pay from the school district while absent from work due to jury duty. Fees paid to the employee for service, as a juror must be returned to the district except for mileage or subsistence allowances. The district shall not be responsible for expenses incurred by the employee as a result of jury duty. If an employee is less than full-time, the fee paid to the district shall be in proportion to the employee's percentage of full-time employment on a no-gain, no-loss basis. If an employee serves on a jury only part of the duty hours assigned, the fee paid to the district shall be equal to the time on the job that was lost on a no-gain, no-loss basis. An employee who is released from jury duty before the end of the normal workday is expected to return to work.

No loss of pay shall result from an employee's absence due to giving testimony or evidence in matters related to the employee's official capacity except when an employee appears as the plaintiff or appears voluntarily as an adverse witness in action against the school district. An employee subpoenaed to appear before a court of law in matters not related to the employee's official capacity, but as an individual, may apply for personal or vacation leave.

Adopted 3/6/84  
Reviewed 12/30/02  
Reviewed 7/2006  
Reviewed 10/25/2012  
Revised 7/2016  
Revised 10/2016  
Revised 10/2018  
Revised 7/2022

**NOTIFICATION OF ABSENCE**

**JURY DUTY**

NAME: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

SCHOOL/BUILDING: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

I have been summoned to serve as a potential juror for the (circle one) U.S. District Court / District Court of Cass County / District Court of Clay County. My term of service is from \_\_\_\_\_ through \_\_\_\_\_.

I am aware that no reduction will be made in my current salary for the time that I am absent from employment for jury duty, but that I am required to return to the district any fees paid to me for service as a juror except for mileage and subsistence allowances. (Part time employees are to reimburse the district in proportion to the employee's percentage of full time employment.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*This form along with a copy of the court order should be completed and sent to the Human Resources Office as soon as possible upon notification from the court.*