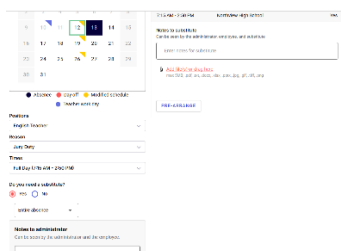


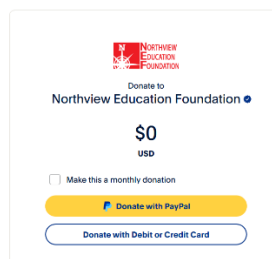
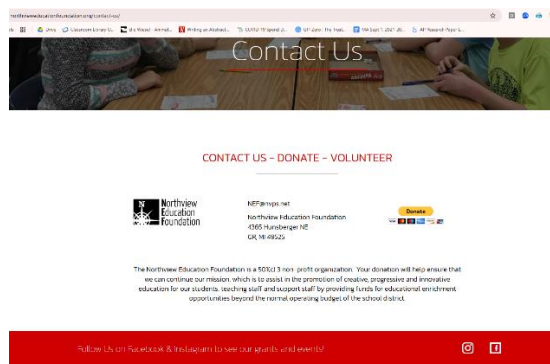
Procedures for reporting the proceeds from jury duty:

As an employee, Northview Public Schools would like to join you in making the world a little better through civic involvement and charitable donation to a great cause. Here are the procedures for reporting and donating your income from jury duty while you are working.

When you use the reason code “jury duty” in Red Rover, payroll is notified that you are serving.

A screenshot of the Red Rover system interface. It shows a calendar for the month of June with dates 1 through 30. Below the calendar, there is a form with a dropdown menu for "Month" set to "June", a dropdown for "Year" set to "2024", and a section for "Reason for absence" with "Jury Duty" selected. There are also checkboxes for "Is this a substitute?" and "Is this a volunteer?" and a "Submit" button.

Because you can't get paid AND make money for jury duty, you need to donate your proceeds. Central Office will send out a reminder after thirty (30) days from your return. By this time you should have received a payment in the form of a gift card from the district court. The amount of your payment will be on a receipt with the gift card. Take a photo of the receipt and then go to the NEF website on the staff portal.

A screenshot of the Northview Education Foundation donation page. It shows the NEF logo and the text "Donate to Northview Education Foundation". Below that, it says "\$0 USD". There is a checkbox for "Make this a monthly donation" which is unchecked. There are two buttons: "Donate with PayPal" and "Donate with Debit or Credit Card".

Donate the amount of your gift card to NEF. Then send a screenshot of the receipt and the donation to hr@nvps.net

That's it! Thank you for serving on jury duty and helping kids in the district. The gift card is yours to keep .