

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating, developing, and inspiring our students for lifelong success.

Series Number 405.3AR Adopted December 1977 Revised October 2026

Title Jury Duty

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. A Jury Duty Time Off Transaction must be submitted through Skyward employee access within three days following notification from the county jury commissioner that the employee is required to physically report for jury duty.
4. A certificate from the county indicating the number of days and dates served on jury duty shall be submitted through Skyward employee access within two weeks after jury duty is completed. The documentation will be added as an attachment to the original jury time off request.

Regulations/405.3AR/10/2026