Please Post

Office of the Executive Director of Human Resources
Auburn School District No. 408

IMPORTANT NOTICE TO ALL STAFF

TO: **Administrators/Office Managers**
FROM: **Chris Callaham**
DATE: **September 2026**
SUBJECT: **Jury Duty**

As per Board Policy 5408, employees are entitled to be paid if they are required to serve on jury duty. However, this does *not* mean that employees may miss work if they are only *summoned* but not *called* to appear in court.

If you are summoned to jury duty, please follow these steps:

1. **Notify your office manager** by providing a copy of your jury summons. This ensures your building or department is aware that you may need to serve.

2. **If you are not required to appear in court** or are dismissed before serving, you are expected to report to work as scheduled.

3. **Proof of Appearance:** If you are called to appear, you must provide proof of your attendance for payment of jury duty leave. Most courts provide this through an online portal or other methods outlined by the court.

4. **Requesting a Substitute**: If you anticipate needing a substitute, please request one in advance through Frontline and then make sure to cancel the substitute if you are released from serving.

5. **Proof of Appearance**: If you are called to appear you must provide proof of your attendance for payment of jury duty leave. Most courts provide this through an online portal or other methods as outlined by the court.

Court-Specific Instructions:

Pierce County Juror Duty Portal

King County Juror Duty Portal

Pursuant to Board Policy 5408, an employee who is released from jury duty with 4 or more hours of their workday remaining should immediately inform his/her supervisor and report to work if requested to do so.