

West Bonner County School District

PERSONNEL

5412

Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the West Bonner County School District supports this important role in our society. Upon receipt of the initial, official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the district office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his/her assignment for the remainder of the regular work day.

Employees who are requested to serve on Jury Duty will continue to receive their full salary from the School District. Each situation will be reviewed on a case by case basis.

1. All dollars received for travel and per diem expenses belong to the employee.
2. All payments received for being in attendance or for serving on Jury Duty (excluding the expenses listed in #1 above), will be returned to the West Bonner County School District [e.g., If an employee serves 10 days at \$20/day, the employee will pay the School District the full amount of reimbursement (\$200) for the 10 days served.]

Policy History:

Adopted on: May 9, 2007

Revised on: