

Article IX.A.1.m.      Jury Duty and Required Court Appearance

A.      Jury Duty

1.      Contract certificated, classified, and secretarial employees shall be granted leave as necessary for mandatory jury duty in a court of law.
2.      The employee must give prior written notice to the immediate supervisor of any required absence for jury service.
3.      Employees called for jury service shall report for their regular assignments when their presence is not required in court, and shall keep the supervisor notified of any change in jury scheduling which would affect the employee's availability for work.
4.      For up to ten days of required jury service for any one employee during any two consecutive contract years, the district will make up the difference between the jury pay received, excluding travel pay and per diem, and the regular pay the employee would have received from the district. The Payroll Department will deduct from the employee's paycheck either the current standard Utah court or federal court reimbursement rate for each day of jury duty reported.
5.      In the event that an employee is required to serve as a juror for a total of more than ten days during any two consecutive contract years, the matter will be reviewed by the superintendent.
6.      For every day or partial day an employee is on jury duty, a "J" shall be marked on the employee's attendance card and on the time and attendance report. If the jury duty is in a federal court, a "JF" shall be marked. These absences should be totaled into the "miscellaneous" absence column.
7.      A copy of the jury duty summons shall be given to the principal/supervisor and then forwarded to the Payroll Department. The employee also shall give the principal/supervisor adequate documentation from the court showing the days and times that the employee reported for jury duty.

B.      Required Court Appearance

1.      Contract employees may use available personal leave or vacation for required court appearance as plaintiff or defendant in a civil action. If no personal leave or vacation days are available, the absence from work shall be regarded as a short-term absence without pay.
2.      When a contract employee is involved in a job related action, either as plaintiff or as defendant, the superintendent may grant paid time off.
3.      Contract employees who are subpoenaed as witnesses and are absent from work will not experience a loss of pay. Such absences shall be marked "CS" (Court

Subpoena) on the Employee Absence Record Card and on the Time and Attendance Report.

4. A copy of the court subpoena shall be given to the principal/supervisor and then be forwarded to the Payroll Department.
5. Employees who are reimbursed by the court as a result of court subpoenas, excluding travel pay and per diem, must surrender that pay to the district office, unless such payments from the court occur while the employee is on absence without pay status.
6. All required court appearances during working hours resulting from any form of work stoppage will be regarded as short-term absences without pay unless the superintendent approves pay under subsection B.2. above.