

Jury Duty – Support Staff

When a professional staff member is selected for jury duty, the following procedure will be followed:

1. Notify the building principal as soon as possible when selected for jury duty.
2. A substitute will be secured, if needed, for at least a (1/2) one-half day with the option of being extended into a full day.
3. The prospective jury person is to return to school if there is the possibility of completing a (1/2) one-half day of work.
4. The jury person turns in the jury reimbursement to the school's business office and the Johnson Creek School District will pay the jury person's full day wages. There will be no deduction for personal or business time from the employee's wages. It will be recorded as "Jury Duty".

Adopted: 8/20/07
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