

POLICY - 2.12.5 - JURY DUTY
SCOPE - ALL EMPLOYEES

If an employee is called for jury duty, the employee shall notify the department head. Arrangements will be made to reassign work and time off will be granted. Employees serving as jurors will pay the District the payments received for jury duty, except mileage when using a personal vehicle, and will be paid their regular wages. Employees are expected to report for work at the District when not selected for a jury on any day, or when jury duty requires only a partial day's service.