

JURY DUTY SERVICE

Regularly appointed personnel who are absent while serving as jurors shall be paid their usual School District compensation. However, such personnel shall refund to the Treasurer of the School District any fee for service paid to jurors. Jurors need not reimburse payments received for travel.

Policy and Regulations 4151.5 and 4241.4 replaced with 9520.4

Approved

1/9/67

Amended: 10/24/77; 4/21/09

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I. Definitions

- A. Qualifying for Jury Duty – An appearance at the office of the Commissioner of Jurors to determine whether an individual qualifies for jury duty. This is done at an hour convenient to the individual and may be accomplished after school hours. Absence for such purpose shall require prior permission by the Superintendent’s office, and if granted shall be without pay.
- B. Serving on Jury Duty – After qualifying for jury duty an individual who serves on a jury duty or who awaits selection, as a juror at court shall be deemed to be on jury duty service.

II. Reporting Procedures for Jury Duty

Staff

- A. Any staff member who is summoned to jury duty service and who is not excused from such duty, shall give advance notice of anticipated absence due to service as a juror to the Building Principal or Supervisor, and to the Human Resource Office, and shall submit evidence of such summons.
- B. On return to school following discharge from jury duty, the staff member shall fill out a Report of Absence blank giving “jury duty” under Reason: other, and file it with the Building Principal, along with a copy of the official verification from the court of jury duty service.
- C. The principal shall enter the absences for the staff member on the Individual Absence Record form and indicate “jury duty” in the space captioned Other Reasons and forward the documents to the Human Resource Department.

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III. Refund of Monies Earned for Jury Duty Service

Any staff member serving as a juror upon receipt of a check for such service, shall be immediately required to endorse the check as follows:

For endorsement by the Treasurer of the Hewlett-Woodmere Union Free School District

And upon endorsement shall surrender the check to the Payroll Department in the Central Office.

Such personnel shall refund to the Treasurer of the School District only the attendance fees received for service as jurors. Any travel fees received by an employee while serving as a juror assigned to a grand jury or Federal court does not need to be given to the District.

Regulations 4151.5 and 4241.4 replaced with 9520.4

Approved

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