

## STAFF PERSONNEL

Code No. 414.6

Policy Title: **CLASSIFIED EMPLOYEE JURY DUTY LEAVE**

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service shall notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Classified employees will receive their regular salary. Any payment for jury duty shall be turned over to the school district.

Legal Reference: Iowa Code §§ 20.9; 607A (2013).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved: September 23, 1998

Reviewed: July 17, 2002

Reviewed: December 20, 2006

Reviewed: December 21, 2011

Reviewed: January 20, 2016