

Coos Bay School District 9

Code: **GBFA**
Adopted: 12/14/98
Readopted: 5/04/10
Orig. Code(s): GBD

Jury and Witness Duty

When an employee is called for jury duty or is subpoenaed as a witness before a court, legislative committee or judicial body, said employee will be continued at full salary for the period of the required service. A district leave form will be processed for this absence. Compensation received by the employee for jury duty or witness fees, excluding mileage reimbursement and other expenses, shall be remitted to the district unless such fees are earned on an employee's day off. Upon being excused from required service on any work day, the employee will report back to work for the remainder of the day. However, in no case shall the total number of hours served as a juror or witness, plus hours spent back on the job, exceed the employee's normal work day.

Jury or witness duty as identified in this policy does not apply when an employee is involved in litigation as a plaintiff. In such cases, any absences from work will be taken as personal business days or no-pay days.

The district reserves the right to petition to have an employee exempt from jury or witness services if the district feels the employee's absence would create an emergency situation or a hardship for the district.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)