

Lane Education Service District Administrative Rule

Code: **GCBDE/GDBDE-
AR**

Adopted: 6/1/94

Readopted: 9/25/01

Orig. Code(s): GCBDE/GDBDE-
AR

Jury Duty

When an employee is summoned to serve as a juror, he/she shall notify his/her immediate supervisor so that department work schedules can be planned in advance. During the entire jury duty period, the employee shall report his/her schedule for the following day. Upon completion of service, the employee shall submit to his/her supervisor the court stipend which will include a copy of the pay voucher showing the days actually called for duty.

Court duty is defined as appearance before a court proceeding (civil or criminal) as witness and in response to a subpoena. Such leave shall not be available if the employee is a party in interest (e.g., a defendant or complainant) or appearing on behalf of, or in connection with, an action sponsored by the employee association (LCEA).

A full-time employee who is released from jury duty two hours or more before the end of any workday shall report to his/her assignment for the remainder of the day. Exceptions may be made for employees whose work station is located outside of the metropolitan area.

Upon return to work, the employee shall notify the business office that:

1. His/Her next payroll check should be reduced by the amount of compensation or witness fees received; or
2. He/She will reimburse the ESD an amount equal to the compensation or witness fees received. If this option is elected, the employee will receive full salary from the ESD.

Payments made as reimbursement for expenses, e.g., travel, are deemed to be employee expenses and not compensation.