

**Neah-Kah-Nie  
School District 56**

Code: **GCBDA/GDBDAA**  
Adopted: 11/12/01  
Readopted: 2/11/08  
Orig. Code(s): GCCBB/GDDBB

**Jury Duty**

If an employee is summoned to serve on a jury, unless otherwise specified by this policy or applicable provisions of the individual's collective bargaining agreement, employees are required to report back to the district to resume their duties whenever a half-day or more remains in their work schedule, on that particular day, at the time they are released from jury duty.

An employee who works a night shift for the district and is also reporting for jury duty is required to report to the district for night shift duties whenever he/she completes four hours or less of jury duty service on a given district work day. In the event the employee completes more than four hours of jury duty service on a given district work day, he/she shall not be required to report to the district to work. In such an event, the employee is required to notify the district "substitute finder" no later than 1 p.m. of the date of the absence from work.

If the employee receives a fee for jury duty services, the fee shall be deducted from the individual's salary. The employee shall, however, retain all moneys collected for mileage and expenses while on jury duty.

END OF POLICY

---

**Legal Reference(s):**

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)