

Downey Unified School District

CERTIFICATED PERSONNEL

JURY DUTY AND SUBPOENA

MAR 4158

Certificated employees called for jury duty in municipal, state, or federal courts should forward a copy of the completed summons for jury duty immediately upon its receipt to the Personnel Office.

Certificated employees called for jury duty are not entitled to be excused except for the same reasons as other citizens (illness, unusual hardship arising from their business or occupation).

Applications to be excused from jury service should be made personally to the office from which the summons was received.

The District will provide a written statement over the Superintendent's signature certifying the school district does not pay its certificated employees for serving jury duty, thus causing financial hardship for any certificated employee if required to serve. The District shall, however, pay the per diem salary for any employee's initial day of legally required jury duty in any county where the court refuses to honor the District's jury statement letter.

An employee who serves on a jury may request a leave for personal reasons.

An employee may be paid in any one school year for not to exceed two days' absence caused by appearance in court in response to a subpoena duly served, except in cases where the employee is a litigant in the case. An employee requesting pay for subpoena leave shall file a copy of the subpoena in the Personnel Office. If a case covers more than one day, a certificate of the Clerk of the Court shall be filed stating that the presence of the employee is required at court for the second day.

Twelve (12) month certificated management employees shall be granted leave for the period of jury service. The employee shall receive full pay while on leave provided that the jury service fee for such leave is assigned to and the subpoena or court certification is filed with the District. Request for jury service leave should be made by presenting the official court summons to jury service to the Office of Certificated Personnel.