

Jury Duty and Subpoena Leave

The district may grant jury duty leave to a staff member for the days he/she is required to serve on a jury or who is subpoenaed as a witness in court or other legal proceedings, provided that a leave with pay will not be granted to a staff member for a case brought against or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings.

Granted jury duty leave will be paid in accordance with the employees normal work day hours and will not exceed the length of the employees' regularly scheduled contracted day. Any compensation received from the court or other legal proceedings payable to a staff member for jury duty when jury duty leave is taken, is to be forfeited to the district. An employee has the option to take personal leave or unpaid time in lieu of forfeiting compensation from the court. Any expense reimbursement received by a staff member for jury duty performed on a contract day will be retained by the staff member.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

Legal References: Chapter 2.36 RCW - Juries

Management Resources: Policy News, April 2007 Jury Compensation vs Expenses
Policy News, February 2007 Juror Payment Provisions