

Board Policy

Code No. 409.5

LICENSED EMPLOYEE JURY DUTY LEAVE

The Board will allow licensed employees to be excused for jury duty unless extraordinary circumstances exist. The Superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service shall notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Licensed employees will receive their regular salary. Any payment for jury duty shall be paid to the school district.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the Board regarding salary schedule advancement of such employees shall be followed.

Legal Reference: Iowa Code §§ 20.9; 607A (2009).

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved: February 2, 1998

*Reapproved: February 20, 2001
February 17, 2004
December 4, 2006
April 18, 2011*