

STAFF PERSONNEL

Series 400

POLICY TITLE CLASSIFIED EMPLOYEE JURY DUTY LEAVE.

No. 414.6

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The Executive Director of Human Resources has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the Human Resources office and their Direct Supervisor within twenty-four hours after notice of call to jury duty. Suitable proof of jury service must be presented to the Human Resources office. The Human Resources office will send employees who are called for jury services a letter of instruction. It is the employee's responsibility to obtain a substitute by using the designated absence system. Employees who are dismissed from jury duty, before their regular District shift is over, will check in with their immediate supervisor within one hour of being released from jury duty.

Classified employees will receive their regular hourly salary. Payment from the court minus any mileage must be submitted to the Human Resources office with a copy of the check.

Legal Reference: Iowa Code §§ 20.9; 607A (2013).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Date Approved: August 14, 2006

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