

Board Policy

Employees of the Shelley Joint School District No. 60 have an obligation to fulfill the responsibility to serve as a juror when summoned by the legal jurisdictions so empowered to impound a jury. The Board will permit and facilitate employees in meeting this civil obligation.

Suggested Implementation Guidelines

To answer the orderly handling of this policy, the following guidelines have been established:

1. Upon being selected by the regular process to possibly serve as a juror, the employee will make that known to the Building Principal so he/she may accurately plan for the contingency that the employee may be called or empanelled.
2. Upon receiving a summons to appear for jury duty, or if empanelled to serve, the employee will follow district procedures and policies so an adequate substitute may be found as required.
3. Such employees summoned to serve on a jury usually require an individual to appear at a specific time. Should that time be such that the employee may reasonably teach or otherwise serve for one half or more of the regular day, the employee should so fulfill the said contract to the closest possible half day.
4. An official district leave form must be completed and filed upon return to the district.
5. Remuneration may be handled in either of the following ways, as per the employees' personal choice:
 - a. Said employee may waive the regular day's pay from the Shelley Joint School District No. 60 and retain the statutory payment from the court.
 - b. Said employee may tender to the school district the statutory fee received by the juror, and receive the regular day's pay from the school district.
7. Such determination must be made within five (5) working days after the completion of serving as a juror. If the employee has not stipulated and/or tendered the statutory payment within the said five (5) days, the Payroll Clerk of the district is to deduct said regular day's pay as per 6 (a) above.
8. The mileage portion of the jury check will be retained by the juror.