



# *Center Area School District*

SECTION: CLASSIFIED EMPLOYEES

TITLE: JURY DUTY

ADOPTED: MARCH 16, 2006

REVISED:

542. JURY DUTY	
1. Purpose	Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.
2. Guidelines	<p>Should an employee be called for jury duty, s/he shall report such to the immediate supervisor.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way for doing so. They shall receive normal pay for the period of jury duty, but any compensation received from such duty that is in excess of actual expenses shall be credited against such pay.</p> <p>The time spent on jury duty will not be charged against personal leave and will count as time on the job.</p> <p>Employees must submit to their supervisor a record from the county of the number of days served.</p>