

Employees of the Minidoka County Joint School District No. 331, as other citizens of this state and nation, have an obligation to fulfill the responsibility to serve as a juror when summoned by the legal jurisdictions so empowered to impound a jury.

This policy also applies to a court subpoena for a case relating to the employee's position in the District. If the subpoena does not apply to the employee's employment with the District, any leave should generally be taken as personal leave, vacation days or leave without pay (as outlined in Policy ???Personal Leave 544.00). However, one day of leave may be approved by the building principal, supervisor or superintendent.

Provisions:

To answer the orderly handling of this policy, the following provisions 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 impaneled.
2. Upon receiving a summons to appear for jury duty, 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 days.
4. The employee, if impaneled to serve, should follow consistently the policies and procedures of the district and school in relationship to securing an appropriate substitute.
5. An official district leave form must be completed and filed upon return to the district.
6. 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 Minidoka County Joint School District No. 331, 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.

LEGAL REFERENCE: Idaho Code 2-218, 2-215**ADOPTED: Original Adoption Date Unknown****RATIFIED: August 21, 2006****AMENDED/REVISED:**