

Jury Duty

Section A - Introduction

The Board of Education considers jury duty a responsibility of all Americans and encourages participation by employees when requested.

Section B - Salary Preservation

The employee will continue to receive his/her full regular salary or wage from the District while serving on jury duty.

Section C - Jury Duty Expenses

~~The Board is cognizant that certain expenses may be incurred by employees when serving on jury duty above those normally associated with employment at the Glenbrook High Schools. Therefore, the Board authorizes the employee to keep monies expended for mileage (not to exceed the IRS rate), train fare, parking and tolls, meals (not to exceed the per diem rate authorized by the district) and miscellaneous expenses that are itemized.~~

Compensation received for jury duty service shall be used to pay any expenses incurred for such service (e.g., mileage, tools, parking, lunch, taxi or train fare).

Section D - Jury Duty Service Reconciliation

Within two business days of returning to work, the employee shall complete a Confirmation of Jury Duty Services form, and remit to the Business Services department. In addition to this form, the employee shall remit any compensation received for jury duty service in excess of expenses described in Section C of this policy.

~~It is the position of the Board that no employee gain remuneration above that which he or she would be entitled to from performing their regular duties in District #225. Therefore, all monies received from jury duty beyond expenses referred to in Section C must be returned to the District.~~

Approved: November 4, 1974
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Revised: TBD