

JURY DUTY

The Passaic Board of Education will indemnify any full-time teaching staff member or support staff member against loss of pay incurred by a call to jury duty. No such employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the principal or their immediate supervisor who shall determine whether or not a replacement is available. A teaching staff member who is full-time and is absent from work on jury duty will receive full pay, provided that the amount received for jury service is remitted to the school district.

Teaching staff members scheduled for jury service during the school term and for whom the administration indicates a replacement cannot reasonably be found, shall seek an excusal or deferment of service from the assignment judge. The superintendent or designee shall give the teacher written certification of lack of availability of a substitute for the petition to the assignment judge for deferment of duty.

Any person employed full-time by Passaic Public Schools shall be excused from employment at all times the person is required to be present for jury service in any court of this State, any court of another state, or any federal district court or in the United States District Court for New Jersey. He/she shall be entitled to receive the usual compensation for each day the person is present for jury service in lieu of any payment for juror service.

An employee summoned to jury duty shall promptly report the summons to his or her immediate supervisor. On return from jury duty, the employee must submit to his or her immediate supervisor a court record of the number of days served on jury duty.

While on jury duty, an employee must report daily to his or her supervisor the schedule for the following day and must report to work when he or she is excused from jury duty for half a day or more or suffer loss of pay.

First Reading: November 3, 2016
Second Reading: November 21, 2016
Adopted: November 21, 2016

JURY DUTY (Continued)Key Word

Jury Duty, Court

<u>Legal References:</u>	<u>N.J.S.A.</u> 2B:20-16	Excuse from employment for jury duty; compensation
	<u>N.J.S.A.</u> 2B:20-17	Employment protection

Possible

<u>Cross References:</u>	2130	Administrative staff
	*2131	Superintendent of schools
	4000	Concepts and roles in personnel
	*4115	Supervision
	*4111.1/4211.1	Nondiscrimination/affirmative action
	*4112.6/4212.6	Personnel records
	*4151/4251	Attendance patterns
	*4215	Supervision

*Indicates policy is included in the Critical Policy Reference Manual.