

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: JURY DUTY

ADOPTED: August 19, 2002

REVISED:

<p>1. Authority 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">342. JURY DUTY</p> <p><u>All administrative, professional, and support</u> employees regularly employed shall be protected against loss of pay for time served on jury duty.</p> <p>Should an employee be called for jury duty, s/he shall notify their <u>immediate supervisor and/or building principal Superintendent</u>.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.</p> <p>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 court of the number of days served.</p> <p><u>Subpoenaed Witness</u></p> <p>The school district shall pay the difference between the subpoena fee to which a school district employee is entitled and his/her regular salary if a school district employee is subpoenaed to give testimony as a witness in a proceeding before a court of law.</p> <p>An employee will not be entitled to supplemental pay if the employee himself/herself initiates a lawsuit which pertains to a nonschool issue. Said employee would also be required to request unpaid leave or personal days for a reason related to the aforementioned suit. Exception should be referred in writing to the Superintendent.</p> <p>An employee will not be entitled to supplemental pay if the employee himself/herself, or his/her representative union or bargaining agent is a party to an action or legal proceeding brought against the district in which said employee is subpoenaed to testify.</p>
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