SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JURY DUTY

ADOPTED: March 18, 2014

REVISED:

342. JURY DUTY

1. Authority
42 Pa. C.S.A. Sec. 4563

Regularly employed administrative, professional, confidential and support employees shall be protected against loss of employment for time served on jury duty.

2. Guidelines

When an employee is notified of jury duty, s/he shall inform the building principal or immediate supervisor.

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. The employee shall be required to submit certification of payment for jury duty to the Business Office.

Early Jury Duty Release

Pol. 332

Employees released from jury duty before noon on a working day shall be required to return to assigned district duties for the remainder of the workday.

References:

Protection of Jurors Employment – 42 Pa. C.S.A. Sec. 4563

Board Policy – 332