

Jury Duty and Subpoena Leave

The district may grant leaves to a staff member for the days he/she is required to serve on a jury. The district shall require staff member to submit to the district notification of subpoena for jury duty. Any compensation received by a staff member for jury duty performed on a contract day is to be reimbursed to the district. Any expense reimbursement received by a staff member for jury duty performed on a contract day will be retained by the staff member. The district may grant a maximum of two days leave (witness fees to be reimbursed to the district) to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay will not be granted to a staff member for a case brought or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

Legal References: Chapter 2.36 RCW Juries

Management Resources:
Policy News, April 2007 Jury Compensation vs Expenses
Policy News, February 2007 Juror Payment Provisions