

Policy

JURY DUTY

The Alloway Township School District will indemnify all employees against loss of pay occasioned by a call to jury duty. No employee serving on a panel of grand or petit jurors shall be penalized in any way for an absence due to jury service, will not be required to use personal time and time served on the jury will count as school district service. Employees called for jury duty shall be permitted to serve and will not be penalized in any way for doing so. They will receive full pay less pay received from the court.

Employees shall be required to promptly notify the principal or his or her designee when they receive a call to serve jury duty. The chief school administrator may attempt to have an employee excused from jury duty if the employee is required for the continuing operations of the district. The chief school administrator shall provide the employee with a letter indicating the lack of availability of a substitute in such incidents and the employee may seek an excuse or deferment of service from the assignment judge.

While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused or on reserve for a day or more or suffer loss of pay. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

At the completion of each day's appearance the employee shall secure written verification from the jury clerk of the employee's attendance.

Adopted: October 28, 2003
Revised: December 2019
NJSBA Review/Update: April 2025
Readopted:

Key Word

Jury Duty, Court

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

Possible

<u>Cross References:</u>	2130	Administrative staff
	*2131	Superintendent
	4000	Concepts and roles in personnel
	*411	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.