



**TO:** BOARD OF DIRECTORS

**FROM:** Maurene Stanton, Executive Director of Human Resources

**SUBJECT:** First Reading Policy 5408 Jury Duty and Subpoena Leave

**DATE:** April 19, 2022

This is the first reading of updated Personnel Policy 5408 Jury Duty and Subpoena Leave. Updates on this policy reflect changes recommended by The Washington State School Directors Association (WSSDA). It is identified as an encouraged policy by WSSDA.

This policy will come before the Board for second reading on May 3, 2022. If you have any questions regarding this policy, please contact me.

## 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. ~~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 the 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 ~~leave with pay (witness fees to be reimbursed to the district) to staff subpoenaed as witnesses in court or other legal proceedings; provided that the proceedings are directly related to school issues. A leave without pay shall 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 workday 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-~~2.36~~            Juries

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

Adoption Date: 6.17.03  
Stanwood-Camano School District  
Revised: 6.17.03;