542. JURY DUTY

1. Purpose

   Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.

2. Guidelines

   Should an employee be called for jury duty, s/he shall report same to the immediate supervisor.

   No deduction shall be made from an employee’s annual salary for those days during which s/he is absent from work for jury duty or while serving as a witness under subpoena in a criminal trial in a county, state, or federal court. Any wages the employee receives as compensation for jury duty shall be paid to the district by the employee. Reimbursement for mileage is not to be considered part of the wage.