

Cottonwood School District No. 242

PERSONNEL

5412

Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the Cottonwood School District supports this important role in our society. Upon receipt of the initial official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the District office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

Upon being excused from jury service during any day, an employee shall return to complete his or her assignment for the remainder of the regular work day.

Policy History:

Adopted on: February 22, 2017

Revised on: