

Personnel - All EmployeesLeave for CourtA. Jury Duty

In the event that a District employee receives notice that he or she may be required to serve on a jury, the employee shall notify as soon as possible the building principal of the potential jury duty day(s). In doing so, the employee must provide a copy of the jury summons or notification from the court. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee serves on the jury, such as lesson planning for a substitute teacher.

In the event that a District employee is selected for jury duty, the employee shall immediately notify the building principal. For any day that the employee actually serves on the jury, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned that day and the amount that the employee receives as payment for jury service. An employee who serves on a jury will not be required to use or lose any available leave days in order to serve on the jury.

In the event that a District employee is not selected for jury duty, then such employee shall immediately notify the building principal and report to work as scheduled.

B. Subpoenas

In the event that a District employee is subpoenaed as a witness in a legal matter, the District will accommodate the employee's leave, as long as the employee provides reasonable advanced notice to the building principal. The employee and building principal must work cooperatively to schedule any arrangements that need to be made while the employee is absent, such as lesson planning for a substitute teacher. For any hours that the employee testifies in a legal proceeding during a regularly scheduled work day, the District will pay the employee the difference between the employee's regular daily wages that the employee would have earned and the amount that the employee receives for testifying as a witness. An employee who misses work to testify will not be required to use or lose any available leave days in order to testify. An employee will not lose any other benefits (such as health insurance) for serving on a jury.

Notwithstanding anything to the contrary in this policy, if a District employee is either (1) a party to a legal matter or (2) subpoenaed as a witness in a legal matter in which the employee has a personal interest, then the employee will not be paid by the District for any such absence, unless the employee uses available paid leave and such leave is approved in advance by the Superintendent. Legal matters that involve an employee's personal interest may include criminal proceedings (including traffic citations) against the employee, divorce or family law proceedings involving the employee or a member of the employee's family, or civil disputes between the employee and a third party; however, the Superintendent shall have the final say on whether an employee has a personal interest in the legal matter at issue.

C. Subject to Negotiated Agreement

In the event that any provision(s) of this policy conflict with the applicable negotiated agreement, then such provision(s) of this policy will be disregarded and the negotiated agreement will control.

Legal Reference: Neb. Rev. Stat. Sections 25-1223 & 25-1640

Date of Adoption: May 9, 2022