

DEFERRED JURY DUTY PAYMENT FOR DISTRICT EMPLOYEES

NAME

DATE

Certificated:

Effective May 25, 1993, classroom teachers who are summoned for jury duty during their regularly scheduled work days, and defer their jury duty assignment to a period when they are off track, may receive a stipend of \$115 per jury duty day. This only applies to classroom teachers who would normally have a substitute while absent.

Classified:

Effective July 1, 2000, classified employees whose work year follows the instructional calendar, and normally require a substitute when absent, may receive additional compensation for deferring jury duty to non-duty days. Employees will be compensated at Step 1 of their current salary range upon confirmation of deferred jury duty.

To receive this stipend, you must complete and submit this form, with the following documentation, to Payroll:

- A copy of your original summons
- A copy of your deferred summons
- Attendance certificate as proof of jury dates served

Original jury duty summons date:

_____ (which is a scheduled duty day for me)

Deferred jury duty summons date:

_____ (which is a scheduled non-duty day for me)

Social Security #

Employee Signature

Do not write below this line, for Payroll Use Only

Extra Code	Posit #	Units Pd	Account Number
CE 57-02	_____	_____ \$115/\$	_____ 3901-_____
CL 57-01	_____	_____ \$	_____ 3902-_____