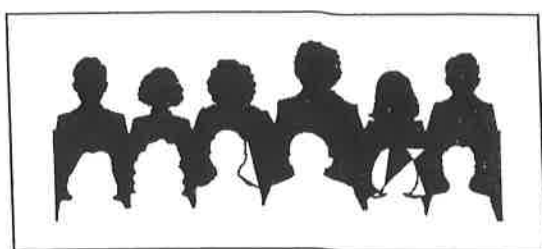


JURY DUTY

***You have just received
a jury summons.***

What do you do now???



As your employer, we ask that you take the following steps:

1. Please inform your supervisor that you have received a jury summons and when it is to take place. If this is for Federal Jury Duty (which is for Jury Duty out of the County), please contact Payroll for further instructions.
2. Follow the instructions on the summons. Here are the different options they will tell you:
 - A. Your service is canceled and you are released.
 - B. You are to appear the following morning.
 - C. You are placed on "standby" and need to call back at specific hours during the day (e.g., between 11:00 AM and 11:30 AM, after 5:30 PM the next day) for a possible appearance.

When you have determined your status from your phone call:

1. If you are released, you are to report to work as usual.
2. If you are to appear the following morning and are in a position that **MUST** be subbed, please take the appropriate steps to call the computerized substitute calling system at 1-866-223-6101 or log on to www.slcsd.org to request a substitute and contact your supervisor. After reporting, if you are released during work hours and you have more than one hour left in your workday, report to your work site.
3. If you are put on "standby" to call mid-day, **you are to report to your worksite as usual**, and you should make any mid-day calls from your worksite. (If necessary, let your site/department secretary know when you need to call. If you are in class, the site secretary can make the call for you.)
 - A. If you are required to appear, **call 1-866-223-6101 to request a substitute (if needed), leave a voice message for your substitute stating the time to report OR call Brittani Schultz at 549-1235 and she'll help you.** **CLASSROOM TEACHERS** - Do not leave campus until confirmation has been received that a substitute is on his/her way. Confirmation can be obtained either through Brittani or by calling the system.
 - B. If the system was unable to find a teacher substitute, stay on campus and return the Jury Summons requesting a postponement of jury service. *(This special dispensation is a privilege granted by the Office of the Jury Commissioner for teachers only. It is our hope that it will be helpful to you during times of depleted substitute availability and that we will not abuse the privilege.)* Your postponement may be delayed to a less convenient time — summer or winter break.
 - C. If a substitute will be reporting to cover the classroom, report to Jury Duty as instructed.

When you actually report to jury service:

1. *Check in with the Jury Commissioner's staff to let them know you work for a government agency. Since you work for a government agency you are no longer paid for jury service UNLESS you work part-time or if you are on a break and you are not being paid. They will ask you to complete a form verifying your employment and to determine if you'd like to receive mileage reimbursement. NOTE: If you are in full paid status, you will not receive payment from the Jury Commissioner for your time—just for your claimed mileage.*
2. **You MUST request a Verification of Jury Duty from the Court in order to be paid for Jury Duty Leave by SLCUSD.** This is the employee's responsibility to obtain.
3. Complete an "Absence Report" for your absence attaching the verification of jury duty form from the court.
4. You will receive a check from the Jury Commissioner's Office for any claimed mileage.
5. After reporting, if you are released during work hours and you have more than one hour left in your workday, report to your work site.

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
PLEASE POST**