


INDEPENDENT SCHOOL DISTRICT 271  
Bloomington, Minnesota

**REQUEST FOR SCHOOL BOARD ACTION**


DATE OF BOARD MEETING: August 26, 2019  
SUBJECT: Policy 452, Jury Duty  
ORIGINATING DEPARTMENT: Office of Human Resources  
APPROVAL OF ADMINISTRATIVE CABINET MEMBER: Mary E. Burroughs   
Executive Director, Human Resources

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**RESOLUTION FOR BOARD TO ADOPT:**

RESOLVED, that the School Board of Independent School District 271 approves no change to Policy 452, Jury Duty.

**RECOMMENDATION OF SUPERINTENDENT:**

Approve. 

**DETAILED BACKGROUND:**

Policy 452, Jury Duty, is the District's policy providing for jury duty leave to District employees to ensure an employee does not lose pay while serving on a jury, contingent on remitting to the District any compensation they received for jury duty service.

On August 20, 2019, the School Board Policy Committee reviewed Policy 452. Since no changes have been to the process, the committee and administration recommends no changes at this time.

Board Adopted: December 5, 1983  
Superintendent Review: January 28, 2008 [No Change-New Number]  
Board Revised: March 23, 2015  
Board Review: August 26, 2019 [Routine Review/No Change]

Contact Person: Executive Director of Human Resources

**POLICY 452                      JURY DUTY**

**I.    PURPOSE**

District employees who are summoned for jury service will be paid their regular basic wages contingent upon the employee remitting to the District the compensation for jury duty services.

**II.   GENERAL STATEMENT OF POLICY**

Any sum given to the employee for travel expense shall be retained by the employee. On days when jurors are dismissed from duty at an early hour, they will be expected to return to work for the balance of their workday. This also would apply to employees assigned to night shifts, but they would not be required to work if they have had full jury duty assignment on that same day.

District employees summoned for jury service must notify their principal/department head immediately on receipt of the summons. Principals/department heads may recommend that a deferment request be initiated by the employee to accommodate school district operations. The request for deferment, if initiated, must be submitted by the employee personally, specifying the nature of his/her responsibilities and the reason for the request. The request must be initiated with the time specified and addressed to the office designated on the summons.