

Employee Policy #342
Jury Duty and Other Civic Duties

Purpose:

Participation in democracy by participation in jury duty and other civic duties is an obligation of all Americans. The SusQ-Cyber Charter School (“Charter School”) supports this participation and endorses staff to participate in America.

Guidelines:

- Jury Duty - When an employee is called for jury duty, a copy of the order should be turned in to the Charter School office to arrange for absence. When jury duty is complete, the employee should complete the absence form found in the staff handbook and attach the check for jury service. The administrative employee will receive their regular pay for their time off work.
- Other Civic Duties – When an employee is called upon to perform a civic duty or responsibility, the employee should discuss this request with the CEO to determine the time constraints on the position and how this request may be accomplished.

Delegation of Responsibility:

The CEO is responsible to:

1. Authorize payment for salary while a staff member is on jury duty and
2. Shall review any requests for civic duties prior to CEO approval and shall submit such requests to the Board for final approval.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.