

CLARK COUNTY SCHOOL DISTRICT REGULATION

4220

JURY DUTY: ALL EMPLOYEES

- I. The superintendent shall ensure that employees required to serve on a jury at times which necessitate absences from Clark County School District duties shall receive full salary for such absences. Monies received for jury service shall be remitted to the district.
- II. An employee who is required to report for jury duty or is selected to serve on a trial jury or appointed as a member of a grand jury or who is summoned to serve as a possible jury member must apply for such leave in advance by submitting a document verifying his/her selection or appointment to his/her immediate administrative supervisor.
- III. An employee who is required to report for jury duty or who serves on a jury scheduled during the employee's work day shall receive the regular daily rate of pay for that period of jury service. However, monies received for a jury assignment, less transportation mileage reimbursement, shall be remitted to the Clark County School District Accounting Department immediately upon receipt of monies for the jury assignment.
- IV. Employees who are released from jury duty must report back to the worksite unless returning directly to the worksite would result in less than one hour left in the workday or as provided otherwise by the respective negotiated agreement.
- V. A substitute working in the place of an employee who has reported for jury duty and returned to work the same day shall not be released from duty until the end of that day's assignment and shall be paid appropriately.

Legal Reference: NRS Chapter 6 Qualifications and Exemption of Jurors  
Review Responsibility: Human Resources Division  
Adopted: [4356.7:5/76;6/77 4657.3:1/68;6/77  
4956.7:7/76;6/77] (10/22/81)  
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