



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Jury Service for Certificated Employees and Teacher Assistants (Unit F Represented)

NUMBER: BUL-4223.4

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POLICY: This policy delineates District procedures for certificated employees and teacher assistants summoned for jury service in state court or in federal court.

MAJOR CHANGES: This Policy Bulletin replaces Human Resources Division BUL-4223.3 of the same subject issued March 2, 2020. Changes reflect issuer updates.

GUIDELINES: The following guidelines apply:

I. Introduction

District policy for certificated employees and teacher assistants (Unit F represented) is to grant paid absence for jury service for a limited number of days, provided that certain responsibilities have been satisfied by the employee. Therefore, financial hardship does not excuse an employee from jury service.

**II. District Pay Policy for Jury Service in a State Court
(Includes Superior and Municipal Courts)**

It is District policy that employees will provide jury service during periods when the continuity of instruction and District operations will not be adversely affected.

ROUTING
All Employees
All Locations



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As provided under Article XII, Section 18.4 of the District-UTLA Collective Bargaining Agreement and Article XI, Section 8.0 (d) of the District-AALA Collective Bargaining Agreement, paid absence for jury duty shall be provided to certificated employees for up to twenty working days for involuntary jury service. Paid absence is subject to the following conditions:

A. Certificated Employees Assigned to Less Than a 12-Month Work Year
(i.e., all bases except A-Basis)

1. An employee summoned to involuntary jury duty which is to commence during the employee's work time (including summer school/intersession assignments previously offered and accepted), shall promptly notify the immediate administrator of such summons.
2. As a condition for paid absence, the employee shall seek postponement of the jury service until the employee's upcoming unpaid recess period, if the employee is summoned to start jury service during an assigned work period. When calling the court, employees will need to provide information contained in their summons and be prepared to share a calendar to designate a specific reporting date during which they are on recess and can begin jury service.
3. Involuntary jury service commenced during the employee's recess period which inadvertently extends into the employee's assigned period shall qualify as paid absence for up to twenty working days from the start of the assignment. The twenty-day limit shall be subject only to such exceptions which may be agreed upon by the District and respective employee bargaining units.
4. An employee who does not request postponement of the jury summons to a recess period will be granted unpaid absence for jury service. Any unpaid, assigned hours may negatively impact the employee's benefits, including retirement benefits.

B. Certificated Employees Assigned to a 12-Month (A-Basis) Work Year

1. An employee summoned to involuntary jury duty shall notify the immediate administrator of such summons.
2. As a condition for paid absence, the employee shall seek postponement to a date mutually agreed upon with the administrator if the summoned date is disruptive to the continuity of instruction or District operations.



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3. As a further condition for paid absence, the employee shall request that the term of jury service be limited to ten consecutive days, whenever possible.
4. After request is made for service limited to ten consecutive days, and if the request is denied, a paid absence shall be granted for up to twenty working days, subject to exceptions as may be determined by the District.
5. An unpaid absence will be granted if jury service is performed without the immediate administrator's agreement to the dates, or if the employee did not request that service be limited to ten consecutive days.

C. Teacher Assistants (Unit F represented)

As provided under Article XIII, Section 13.0 of the District-Unit F Collective Bargaining Agreement, paid absence for jury duty for teacher assistants is subject to the following conditions:

1. An employee summoned to involuntary jury duty shall notify the immediate administrator of such summons.
2. As a condition for paid absence, the employee and site administrator shall jointly seek deferral of the jury service so that it can be performed on the employee's non-work time. If the court denies deferral, leave shall be granted for full or partial days, as required by the court. The employee shall provide to the District written verification of jury service.

III. Jury Fees

All jury fees (excluding mileage) received by the employee while on District-paid status shall be remitted to the Accounting and Disbursements Division, 333 South Beaudry Avenue, 26th Floor, Los Angeles, CA 90017. Jury fees received while on District unpaid status are retained by the employee.

AUTHORITY: The Los Angeles County Superior Court and U.S. District Court legal requirements.

RELATED RESOURCES: Los Angeles County Superior Court website www.lasuperiorcourt.org/ and the U.S. District Court website www.cacd.uscourts.gov/.



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ASSISTANCE: For assistance regarding this bulletin and non-payroll matters, call the Personnel Research and Analysis Section at (213) 241-6356.

For questions regarding jury fees, call the Accounting and Disbursements Division at (213) 241-7889.

To obtain information regarding District pay for jury service for classified employees, please refer to [Personnel Commission Rule 782](#) or contact Staff Relations at (213) 241-6056 or your respective Human Resources Representative.