

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources

DISTRIBUTION:	All Schools and Offices	<u>ROUTING</u>
SUBJECT:	BULLETIN NO. S-10 (Rev.) JURY SERVICE FOR CERTIFICATED EMPLOYEES	Local District School Support Directors Administrators Certificated Time Reporters
DATE:	April 28, 2003	Secretaries School Administrative Assistants
DIVISION:	Human Resources	
APPROVED:	DEBORAH D. HIRSH, Chief Human Resources Officer	

For assistance in other than payroll or time-reporting matters, call the Personnel Research and Assessment Section at (213) 241-6356.

This revision replaces Personnel Division Bulletin No. S-10 (Rev.) of the same subject dated June 3, 1999. The content has been revised to inform certificated employees of new jury policies and procedures established by the trial courts of the Los Angeles County.

I. INTRODUCTION

The Los Angeles County trial courts have revised their policies and procedures regarding the term of service and jury summons. The term of service for all Los Angeles County courts is now One Trial. Jurors summoned under this term of service receive a combination affidavit/qualification form.

District policy for certificated employees continues to grant paid absence for jury service for a limited number of days provided certain responsibilities have been satisfied by the employee. Therefore, employer certification for financial excuse is not applicable.

Employees (including those with A basis assignments) may seek a postponement of jury service, if necessary, subject to timeframes and number of past postponements permitted by the courts.

II. LOS ANGELES COUNTY TRIAL COURTS

A. One Trial Term of Service

Under the current One Trial term of service, individuals are required to telephone the court during a five-day period. If required to report to the court for one day only, and if they are not selected by the end of their first reporting day, the term of service will be completed. However, if assigned to a courtroom for the jury selection process, and the selection process is not completed by the end of that first day, the individual is required to return to the court to complete jury selection. If selected to serve as a trial juror, the term of service will be for the length of the trial.

B. The Juror Services Telephone Center

The Juror Services Telephone Center allows individuals to transfer or postpone their jury service. The Telephone Center is open for self-service Monday through Friday from 6:00 a.m. to 12:00 midnight and Saturday from 8:00 a.m. to 5:00 p.m. However, those who wish to speak with an agent to request a transfer, deferral beyond 90 days or excusal may call the Telephone Center Monday through Friday, from 8:00 a.m. to 5:00 p.m. Employees may also call the court assembly room telephone number located on the front of the summons. The Juror Services Telephone Center number is 1-(800) 778-5879. The TTY for the Hearing Impaired is 1-(888) 354-0441.

C. Postponement of Service

If it is not possible to serve on the summoned date, employees may request a postponement to start jury service at a later date. However, the courts have strict restrictions on the number of times individuals may request postponement. For emergency situations, employees may call the assembly room telephone number noted on the front of the summons.

D. Transfer of Service

Employees may request to change the court location within Los Angeles County, but they must provide sufficient reason, in writing, indicating why they are prevented from appearing at the court location to which they have been randomly summoned.

E. Excusals

Medical excuse requests must include a physician's statement (if under age 70).  
Financial hardship requests are strictly scrutinized by the courts.

III. DISTRICT PAY POLICY FOR JURY SERVICE IN A STATE COURT (Includes Superior and Municipal Courts)

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

Accordingly, paid absence for jury duty shall be provided to certificated employees for up to twenty working days for involuntary jury service under the following conditions, as provided under Board Rule 4611 and Article XII, Section 18 of the District-UTLA Agreement:

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 assigned or "on-track" period (including summer school/off-track/intersession assignments previously offered and accepted), shall notify the immediate administrator of such summons.
2. As a condition for paid absence, the employee shall seek postponement of the jury service to the employee's upcoming recess or "off-track" period if 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 with a calendar to designate a specific reporting date during which they are on recess or "off-track" and can begin jury service.
3. Involuntary jury service commenced during the employee's recess or "off-track" period which inadvertently extends into the employee's assigned or "on-track" period shall qualify as paid absence for up to twenty working days from the start of the assignment or track. The twenty days 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 wish to request postponement of the jury summons to a recess or "off-track" period will be granted unpaid absence for the jury service. Any unpaid, assigned hours may negatively impact the employee's benefits, including the retirement benefit.

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.
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 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 for jury service performed without the mutual

agreement of the immediate administrator, or where the employee did not request service limited to ten consecutive days.

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#### IV. JURY SERVICE IN FEDERAL COURT

- A. An employee summoned to involuntary jury duty in a federal court which is to commence during the employee's assigned or "on-track" period shall notify the immediate administrator of such summons.
- B. The employee shall seek postponement of the jury service to the employee's recess or off-track period.

Certificated employees assigned to A basis shall seek postponement to a date mutually agreed upon with the immediate administrator if the summoned date is disruptive to the continuity of instruction or District operations.

- C. If the federal court denies the request for postponement, paid absence shall be granted for the term of the service.

#### V. JURY SERVICE ON STAFF DEVELOPMENT "BUY BACK" DAYS

There is no paid absence for staff development "buy-back" days, including absence for reasons of illness, personal necessity, jury service, etc. Therefore, employees whose jury service may unavoidable extend into their staff development "buy-back" days will not be granted paid absence for those days and may wish to request special consideration from the courts.

#### VI. JURY FEES

All jury fees received by the employee while on District paid status shall be remitted to the Accounting and Disbursements Division.

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