

General Personnel

Court Duty

The Board of Control recognizes that service on a jury constituted by a state or federal court is an important civic responsibility.

Therefore, the Board of Control shall pay full salary to an employee during the period of time he or she is on jury duty at the request of a state or federal court, provided that all per diem monies paid to the employee by the court shall be remitted to the Board of Control.

All expenses, including travel, meals and lodging incurred by an employee as the result of service on a jury are the responsibility of the employee. Any remuneration by the court for such expenses shall be retained by the employee.

An employee should give at least 5 days' prior notice of pending court duty to SASED.

Subpoena

If a SASED employee is subpoenaed to testify on a matter involving SASED, it shall be considered a work assignment. Any compensation paid to the employee by the party requesting his or her appearance in court will be presumed to cover the cost of travel, parking, and miscellaneous expenses, and therefore, retained by the employee.

If a SASED employee is subpoenaed to testify on any other matter, the employee must either use a personal day(s) or receive one day's pay deduction for each day absent. If personal days are used, the employee will reimburse SASED the amount of any compensation received (less mileage) within one (1) week after it was received. If pay is deducted, the employee may keep any compensation received.

LEGAL REF.: 105 ILCS 5/10-20.7.

ADOPTED: December 19, 2007

UPDATED: January 27, 2016