



International Baccalaureate World School District
8550 Woodfield Crossing Blvd. | Indianapolis, IN 46240-2478
www.msdt.k12.in.us

JURY DUTY

An employee called for jury duty must report their absence in the AESOP system, in Timeclock, or on their timesheet as appropriate.

Per the Collective Bargaining Agreement:

A faculty member, either in regular school or in summer school, called for jury duty, subpoenaed to give testimony before a court (except to give testimony for an alleged personal violation of the law or as a party to a lawsuit, neither of which is related to the faculty member's professional responsibilities), or subpoenaed to give testimony before a governmental administrative board, shall receive full compensation for the leave less the per diem amount received from the court or agency, exclusive of mileage and/or meal reimbursement.

Per the MSDWT Employee Guide:

Employees called for jury duty or to give testimony before a court (except testimony being given in cases in which the employee is adverse to the School Corporation or testimony for an alleged personal violation of the law or as a party to a lawsuit) will receive full compensation for such leave less the per diem amount received from the court or agency, exclusive of mileage and/or meal reimbursement. The employee shall submit the court verification of attendance form, to the person in charge of processing payroll in his/her department and/or building, at the end of the applicable pay period in order for the per diem amounts to be deducted from the employees' pay.

A form similar to the one following this page will be available from the court during the day of your service. You are responsible for obtaining this form from the court. The completed form must be turned in to the respective MSDWT building administrator or assistant who verifies payroll for the building.

MSDWT strongly encourages employees to accept the jury duty payment, and not waive the payment. The amount received for jury duty will be deducted from your gross pay. For example, if a person lives in Marion County and appeared for jury duty but was not selected, the form states that the prospective jurors are paid a fee of \$15.00 by the court, and \$15.00 will be deducted from the employee's gross wages for the day. MSDWT will not deduct any amount paid for mileage or parking fees.

Failure to provide the Jury Duty Appearance form referenced above will result in the absence being coded and charged to the employee's leave day account as either a Personal Business Day (if available) or Leave Without Pay. Please remember it is your responsibility to keep a copy of the Jury Duty Appearance form for your personal records.

JURY POOL

**T-210 CITY-COUNTY BUILDING
200 EAST WASHINGTON STREET
INDIANAPOLIS, IN 46204**

(317)327-4918 OR 327-5888

TO THE EMPLOYER OF:

Please be advised that the above named employee received a Court Summons for Jury Duty in the Marion County Court System. This person appeared for jury service on:

Appeared for Jury Service, attended orientation, but was not selected as a juror. Prospective jurors are paid a fee of \$15.00 plus mileage (based on zip code) to appear. Jurors are responsible for their own parking fees.

PLEASE NOTE: NO JURY FEES WILL BE PAID IF THE JUROR HAS SIGNED A WAIVER OF FEES.

Appeared for Jury Service, attended orientation, and was sworn in as a juror for a jury trial. The trial lasted _____ days. Jurors are paid \$40.00 per day plus mileage (based on zip code) to serve. Jurors are responsible for their own parking fees.

PLEASE NOTE: NO JURY FEES WILL BE PAID IF THE JUROR HAS SIGNED A WAIVER OF FEES.

_____ OR _____
COURT STAFF JURY POOL COORDINATOR