

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES
TITLE COURT SUBPOENA

ADOPTED: May 19, 2014

REVISED: Formerly 2530

342.1 COURT SUBPEONA

1. *Purpose*

In the event an employee is issued a court subpoena to represent the school district and serves, she/he shall be relieved of school duties without loss of pay in order to comply with this request.

2. *Authority*

Reference to loss of pay in this situation means that the school district will pay the difference between the employee's pay and that received by the employee for services rendered. If the fee for services rendered is greater than the employee's pay, the employee will forfeit the lesser of the two amounts.

The school district will pay the salary difference to the employee only after every effort has been made to obtain whatever monies are due said employee from the party or parties requesting the employee's presence via the court subpoena.

In the event any employee is issued a court subpoena for a reason other than to represent the school district, the employee must request permission for leave on the form provided for emergency or personal leave.

See Also Administrative Regulation

School Code
510

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