



Santee School District
9625 Cuyamaca Street
Santee, California 92071-2674
(619) 258-2308 FAX: (619) 258-2305

**HUMAN RESOURCES
MEMORANDUM**

TO: Certificated Staff

FROM: Tim Larson
Assistant Superintendent, Human Resources

SUBJECT: POSTPONEMENT OF JURY SERVICE INSTRUCTIONS

The Human Resources Department must receive a copy of your original summons and a request to be paid for jury duty services completed during summer break. The District will pay you at the rate of \$50 per day for jury service performed during summer since you were initially ordered by the jury commissioner to serve during the school year.

After your jury service is completed, please present to the Payroll Department:

- 1) a completed District time sheet (time sheets available at all school site offices).
- 2) written documentation from the jury commissioner which verifies the actual number of days of jury service.

A pay warrant will be processed for you after the documentation is received.

Thank you for cooperating with the District to eliminate this interruption to the continuity of our students' educational program.

TL:jn