

SECTION: PROFESSIONAL PERSONNEL

TITLE: COURT SUBPOENA

ADOPTED: 5/20/2013

REVISED:

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

442.1. COURT SUBPOENA	
1. Authority	In the event an employee is issued a court subpoena to represent the school district and serves, s/he shall be relieved of school duties without loss of pay in order to comply with this request.
2. Guidelines	<p>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.</p> <p>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.</p> <p>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 urgent, emergency or personal leave.</p> <p>See Also Administrative Regulation</p>