

**COMMON POLICY FOR FRANKLIN CENTRAL SUPERVISORY UNION
ST. ALBANS CITY, ST. ALBANS TOWN, FAIRFIELD,
BELLOWS FREE ACADEMY UNION DISTRICT HIGH SCHOOL #48
AND NORTHWEST TECHNICAL CENTER**

Code: D17

CIVIC DUTY POLICY

It is the policy of the Franklin Central Supervisory Union and its member schools to support its employees in meeting their civic duties and to ensure that the employee's rights and protections under federal and state law are not violated. The policy specifics are outlined as follows:

1. ***Voting:*** Employees are expected to be at work during scheduled work hours as voting can typically occur either before or after work hours. However, in the event the employee is scheduled to work during the entire time the polls are open or when an extenuating circumstance can be shown that prevents employees from voting, employees may be allowed to use accrued paid personal time or, with prior approval from their Principal/Tech Director/Supervisor, unpaid time away from work may be granted.

2. ***Jury Duty:*** Employees called to jury duty on a regularly scheduled workday will be allowed time off to serve. Upon receipt of a jury duty notification from state or federal courts, employees must notify his/her Principal/Tech Director/Supervisor so that appropriate arrangements for work coverage may occur. Employees are expected to return to work when the duration of jury duty is shorter than the normal workday or when not called to service.

Pay for this time will be handled according to any contractual benefits allowed by the negotiated agreement covering the employee's work group. Employees not covered by a negotiated benefit may elect to take this time as personal time or as vacation days (as their benefits allow.) Payment from the courts may also be received if compensation from the district is not otherwise provided. Employee may not receive pay from both the court and the district for the same time, therefore the employee will be expected to turn over their court pay or not be paid by the district.

3. ***Other Court Obligations:*** such as a witness, plaintiff or defendant will be considered as unpaid time from work. Employees may elect this as personal time. The exception to this would be if the court appearance were work related or a subpoenaed court appearance.

	Fairfield	Town	City	FCSU	BFA
1 st Reading	09/11/06	09/13/06	09/14/06	04/20/06	08/08/06
2 nd Reading					09/05/06
Date Warned:	12/29/06	09/22/06	09/22/06	11/27/06	09/22/06
Date Adopted:	01/08/07	10/11/06	10/12/06	12/07/06	10/03/06