

**JURY DUTY
MEA/MEAESP**

_____ Any Bargaining Unit member who receives a summons for Jury Duty will be compensated for all days of the process.

_____ Arrangements for coverage can be made through secretary if confirmed before 2:30. Otherwise call the Substitute Reporting System at (440-605-9665)

_____ If Jury Duty Assignment is cancelled call the Substitute Calling System to report cancellation when time allows. Report to regular assignment.

_____ When a member is released with time allowing for them to return to their duties they should report back to their building.

_____ Any compensation received for Jury Duty must be signed over to the Board of Education. Endorse check and turn over to Treasurer's Office.