

CLARK COUNTY SCHOOL DISTRICT REGULATION

4221

SUBPOENA: ALL EMPLOYEES

- I. Employees will be provided time off without loss of pay when appearing in a court proceeding which requires the employee to testify regarding a matter related to the employee's duties or which requires the employee to testify in a criminal matter pursuant to the subpoena. However, monies received for a subpoena, less transportation mileage reimbursement, shall be remitted to the Clark County School District Accounting Department immediately upon receipt of the monies for the subpoena.

Otherwise, an employee who is required by law to appear in court as a witness may access earned personal leave, earned annual leave or may take unpaid time off as necessary for such purpose provided the employee provides the employee's administrative supervisor reasonable advance notice.

- II. Leave without loss of pay will not be provided to an employee having a personal interest or benefit from participation in the proceeding or if the proceeding is between any employee and the district.
- III. Any employee subpoenaed by an employee organization to appear at any hearing relating to labor relations matters shall not be granted leave with pay except as provided in a negotiated agreement.
- IV. The district retains the right to require employees to serve as witnesses without loss of pay.

Review Responsibility: Human Resources Division
Adopted: [4221:10/22/81]
Revised: (10/26/93; 05/10/94; 06/13/95; 07/10/97)
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