



SUBJECT: Jury Duty	EFFECTIVE: January 2008 REVIEWED: May 2011 REVISED: May 2023
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.29	CROSS REFERENCE: Collective Bargaining Agreements

Purpose

To provide paid time away from work for employees serving jury duty or subpoenaed as a witness in a trial.

Definitions

Jury and Witness Leave: Period of time when an employee is called to serve as a jury member or is subpoenaed for a trial in which the employee is not a party in the matter.

Scope

All employees called to jury duty or subpoenaed to be a witness before a court, legislative committee, judicial or quasi-judicial body to which the employee is not a party in the matter.

Policy

Employees shall be granted a leave of absence with pay for service as a juror or for time to appear if served with a subpoena that compels their presence as a witness unless they are a party to the court action or an expert witness. The employee must provide a copy of the jury summons or subpoena to their supervisor prior to the start of jury duty. The employee must turn into payroll any pay received for jury duty or court appearances (less mileage and parking) during work hours. Employees will only receive their normal salary for scheduled workdays the employee is required to appear in court. If released from court with enough time to allow returning to work two (2) or more hours before the end of the workday, the employee should report back to work.

Guidelines for Use

- Employee immediately notifies supervisor upon receiving notice of jury duty or subpoena to be a witness.
- In consult with the employee, a supervisor may request the court to reschedule jury duty if it would create a significant business hardship. In general, the city supports service as a juror and exercises this option sparingly.
- Employee submits copy of summons or subpoena to their supervisor prior to the leave.
- Employee records time as "Jury Duty" for each workday served as a juror or witness.
- When jury/witness duty is completed, the employee should decline all fees paid by the court except mileage and parking, unless fees were earned on the employee's day off or during other authorized paid leaves. If the employee fails to decline the fees, those fees must be turned over to the city.

Responsibilities

Employees:

- Promptly notify supervisor when called to jury duty or subpoenaed in a court matter.
- Show the jury summons or subpoena to the supervisor.
- Record time off as jury duty in time entry system.
- Decline (or turn into the city) any pay received for time as a juror or witness, (less mileage and parking) during work hours.
- Report to supervisor if released from jury duty prior to the end of the workday.

Supervisors:

- Work with the employee to allow attendance as a juror when possible, contact HR before denying jury duty leave.