

P4060 JURY DUTY

BOARD POLICY:

Employees are encouraged to serve on jury duty as partial fulfillment of their responsibilities of citizenship.

Administrative Implemental Procedures:

1. If an employee wishes to be excused from jury duty, it is the employee's responsibility to make the necessary arrangements with the judge of the court from which the jury summons was issued.
The law provides that an employee may be excused from jury duty if:
 - a. He/She is physically or mentally infirm and is therefore not equal to the task of ordinary jury duty.
 - b. He/She has served as a juror in the county within one year immediately prior to being called.
 - c. His/Her presence is required elsewhere for the public health, safety, or welfare.
 - d. His/Her jury service would cause extraordinary or compelling hardship.
2. An employee's total daily compensation (the combination of pay as a juror and regular salary) while serving as a juror shall not exceed his/her regular daily rate of pay. Verification of the amount received for jury duty or witness fees must be provided.
3. Prior to serving as a juror, an employee shall complete an *Anticipated Absence* request and forward it through the proper administrative channel.
4. Duty days spent as a juror shall not be charged against an employee's accumulation of temporary leave days.

Administrative Responsibility: Human Resources

Latest Revision Date: July 1985

Previous Revision Date: June 1980 P4060

Updated administratively for alignment purposes: August 2015