

I. PURPOSE

It is the civic responsibility of every citizen to serve as a juror when called upon to do so. It is the City's philosophy that a regular employee should not suffer a major loss of income in the performance of this civic responsibility.

II. POLICY

The employee will receive his/her base pay for up to twenty days of jury duty service per calendar year. The City will continue the employee's regular paycheck. The employee will keep any monies received from jury duty and will supply documentation of jury time served to the Finance Department.

III. PROCEDURE

- A.** The employee shall present to his/her supervisor, the subpoena or other document which gives instructions to report for jury impanelment upon receipt.
- B.** Upon selection for jury duty, the employee shall notify his/her supervisor verbally, and advise him/her of the estimated length of the trial.
- C.** The employee shall report for jury duty each day as instructed by the court. At times the employee may be released from jury service during normal working hours; when this is the case, the employee shall be required to be at work, when practical.
- D.** The employee's supervisor may require an attendance slip verifying his/her actual days of service.

If an attendance slip is required, it should be attached to the employee's time card to complete that record.