

**JURY DUTY/COURT APPEARANCE**

**Purpose:**

To establish guidelines for employee absence due to ordered jury duty and mandated court appearances.

**Scope:**

This policy applies to all regular full time, part time, or contract employees.

**Policy:**

The district will compensate, at the employee's regular base pay, ordered jury duty to a maximum of thirty (30) scheduled working days in a calendar year. Employee absence due to other mandated court appearances are addressed in the Guidelines.

**Guidelines:**

- A. Administrative and support personnel are eligible to receive up to eight hours per day of jury duty compensation. If permitted by court authorities, the employee will return to work immediately upon release of jury duty.
- B. Operations personnel are eligible for up to twenty-four hours per scheduled day of jury duty compensation. If permitted by court authorities, the employee will return to complete their shift immediately upon release from jury duty.
- C. Personnel who must serve more than thirty working days per calendar year may utilize available vacation or sick leave accrual. Under extenuating circumstances, jury duty pay may be extended by the Chief.
- D. Personnel whose release from jury duty and travel time result in less than three (3) hours of the normal work day remaining are not required to return to work.
- E. Scheduled work hours paid as jury duty will be considered as "hours worked" for the purposes of calculating overtime.
- F. Jury duty pay is not available through the district on an employee's regular day off.
- G. An employee who has been the victim of a crime shall be entitled to attend trials and hearings related to their case. The employee may use available sick leave for these absences. Upon depletion of sick leave, the employee may take leave without pay. The employee must provide the Chief with a copy of the paperwork detailing their rights according to the Victim's Rights Law and a schedule of their hearing and trial dates.

- H. If subpoenaed to appear in court for district related official business or as a witness in a criminal case, the employee will be compensated at their regular base pay for scheduled work hours. Overtime compensation will be applied to court appearance hours on non-scheduled work days.
- I. If subpoenaed to appear in court for a civil case unrelated to district official business, the employee must take vacation leave, arrange a shift trade, or take leave without pay.

**Procedure:**

- A. Personnel are required to notify their immediate supervisor upon receipt of a jury duty summons. Operations personnel must also notify the Assistant Chief of Operations to obtain necessary coverage.
- B. The district will compensate personnel for their regularly scheduled hours according to the Guidelines above.
- C. Personnel may not use district vehicles, per diem, or any other reimbursement mechanism to offset jury duty travel costs.