

## Jury Duty

### 1046.1 PURPOSE AND SCOPE

The purpose of this policy is to provide leave for District employees required to serve on jury duty. This policy applies to all District employees.

### 1046.2 POLICY

It is the policy of Northwest Fire District to provide leave when an employee receives a jury duty notice. The employee must submit the original jury duty notice in order to utilize jury duty leave.

- (a) Employees will be compensated the difference between their regular pay and the payment for jury duty (this excludes payments for mileage).
  1. Proof of payment for jury duty must be received by the District in order to receive the differential pay.
  2. If the employee does not provide proof of payment for jury duty, no differential will be paid.
  3. If the employee wishes to retain the pay received for jury duty they may utilize accrued Paid Time Off (PTO).

Hours paid for jury duty will not be considered as "hours" worked for the purposes of the calculation of overtime.

Employees appearing in their own case as a plaintiff or defendant or for non-subpoenaed court appearance will not receive pay for this time off. PTO may be used, or Leave without Pay (LWOP) if PTO hours have been exhausted.

#### 1046.2.1 DISTRICT RESPONSIBILITIES

District employees shall be allowed to serve as a juror, and will not be penalized for serving as a grand juror or trial juror. (A.R.S 21-236 B.)

No employee shall lose seniority or precedence due to serving as a member of a grand or trial jury. Upon return to work from jury duty, the employee shall be returned to their previous position, or to a higher position commensurate with the employee's ability and experience as seniority or precedence would ordinarily entitle the employee. (A.R.S. 21-236 C.)

### 1046.3 RELEASE FROM COURT

When the court releases an employee more than three hours prior to the end of the normal workday, the employee is expected to return to work for the remainder of the day or shift.

If an employee is not required to serve on a day they are normally scheduled to work, they are expected to report to work.

# Northwest Fire District

## Policy Manual

### *Jury Duty*

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Hardship on the District - If there is a significant impact on customers or staffing from the loss of the employee to jury duty, the District may write a letter to the court requesting a postponement of the employee's jury duty.