

Jury Duty

1014.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish a process for employees when on jury duty.

This applies to all District employees.

1014.2 PROCEDURE

1014.2.1 EMPLOYEES

1. Employees must present any jury duty notice to their supervisor on the first working day after receiving the notice.
2. Copies of vouchers received from the court showing compensation (excluding mileage) and dates served must be submitted to the employee's supervisor.
3. If documents from the court are not submitted to the supervisor, the employee will not receive the differential pay.

1014.2.2 SUPERVISORS

1. Supervisors shall forward copies of the jury duty notice to Human Resource Services.
2. Copies of vouchers received from the court showing compensation (excluding mileage) and dates the employee served must be submitted to Human Resource Services.
- 3.

1014.2.3 BUSINESS SERVICES DIVISION

Human Resource Services:

1. Copies of vouchers from the court submitted by the employees supervisor are verified by Human Resource Services.
2. If documentation for dates served is not submitted, the employee will not receive the differential pay.

Finance:

1. Hourly Employees: Once Human Resource Services verifies the dates served and payment from the court, payroll will deduct the jury duty pay from the employee's next paycheck, in accordance with Jury Duty Policy 1046. If the employee chooses to keep the jury duty pay, the District will deduct full amount paid to the employee by the District during their time off for jury duty. The employee can choose to use PTO or LWOP.
2. Salary Employees: Per Fair Labor Standard Act, no deduction will be made from the employee's salary due to the "exempt" status.