



PERSONNEL POLICIES AND PROCEDURES

Subject: JURY DUTY

Effective: 7/10/01

Number: 3.5

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I. POLICY STATEMENT

An eligible employee who is duly summoned to any court for the purpose of jury service shall be entitled to receive regular pay during such service for all regularly scheduled work hours up to a maximum of 80 hours in a calendar year.

II. PROCEDURES

A. Eligibility

1. All permanent full-time and part-time employees
2. All full-time temporary and seasonal employees

B. Conditions

1. Employee must immediately inform their supervisor upon receipt of a jury duty summons. Departments may require employee to bring in the jury duty summons for verification.
2. While serving on day court, an employee working other than a normal day shift will have their work schedule changed to the day shift for each day they are on jury service and are scheduled to work.
3. An employee is not entitled to overtime or to a change in work schedule should jury service fall on a City holiday, a regularly scheduled day off, or when serving on night court.
4. If not required to appear in court prior to 10:00 a.m., an employee must report to work, provided there is sufficient time to arrive at court when required.
5. Employees must report to work if released from jury duty service in time to arrive at work at least 2 hours prior to the completion of the shift.

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6. Upon completing jury service, an employee should obtain a "Certificate of Jury Service" indicating the number of days and dates of service and give it to the departmental Payroll/Personnel Assistant.
7. A day shift employee who is summoned for night jury service shall be released from work to allow sufficient time for travel and dinner. The employee is entitled to keep the jury-service fees.

C. Limitations

Permanent part-time employees shall receive full compensation only for the number of hours regularly scheduled to work on each day of jury service.

D. Compensation

1. When serving as a juror, an employee is entitled to regular pay and to court-paid mileage expenses, provided that the jury-service check is given to the departmental Payroll/Personnel Assistant for deposit with the City Treasurer.
2. If an employee serves on jury duty on a regularly scheduled day off, on a City holiday, or works part of a regularly scheduled workday, that portion of the jury-service fees may be retained.

E. Depositing Jury-Service Check with the City Treasurer

1. A jury-service check should be signed by the employee and deposited in accordance with Administrative Regulation (AR) 21-1, Section IV and IX.
2. Court-paid mileage is reimbursed to the employee in accordance to Administrative Regulation (AR) 23-1, Section III and Administrative Regulation (AR) 23-4, Section IV-E.

III. DEFINITIONS

- A. Day Shift - Majority of work hours are between 7:00 a.m. and 5:00 p.m.
- B. Regular Pay - Salary set by the Salary Resolution for employee=s position.

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IV. REFERENCES

- A. Per the Memorandum of Understanding between City and International Association of Machinists and Aerospace Workers (MOU): Article III, Section V - Jury Service.
- B. Personnel Ordinance: Section 1.06 - Permitted Absences
- C. Personnel Ordinance: Section 1.17 - Jury Service
- D. Administrative Regulation (AR): 21-1, 23-1 and 23-4
- E. Memorandum from Human Resources dated 12-10-93 and 12-17-93 regarding Jury Duty Policy
- F. Memorandum from Financial Management dated 12-22-93 regarding Jury Duty Pay Deposit and Reimbursement.
- G. Labor Code: Section 230
- H. California Code of Civil Procedure: Section 196

V. APPENDICES/FORMS

Certification of Jury Service (Sample copies of forms used by courts)

Jury Duty Pay Reimbursement and Deposit Form