

## Jury Duty

The District recognizes that jury duty is a civic responsibility of our employees to serve as a juror when called upon to do so and are encouraged in the fullest intent to fulfill this obligation. Employees will be granted administrative time off to serve on a jury.

Upon receipt of the notice to serve jury duty, the employee should immediately notify his/her Supervisor/Manager so reasonable staffing accommodations may be made. A copy of the notice to serve jury duty should be attached to the Employee Action Form (EAF) for attendance purposes. A copy of the courthouse letter of Jury participation will be required to receive compensation for service.

If jury selection or court appearance does not require a full workday, the employee is expected to return to work. In no case will your employment be affected if you perform jury duty. You will not be harassed, threatened, or persuaded into getting out of jury duty and your same job will be available upon your return.

Occasionally, the summons to jury duty will occur at a time of the year when the employee or the employer might experience a significant impact on customers or staffing from the loss of the employee to jury duty. Employees are expected to work with their manager to ensure that serving jury duty does not adversely impact the operating efficiency of the District. In the event it is determined that by serving on jury duty would adversely impact the District, the Office Manager may write a letter to the presiding judge or court clerk requesting that the employee in question be excused from jury duty or that his/her assignment be postponed.

The District provides administrative leave when an employee must serve on a jury. You will be paid your normal salary or hourly compensation, not to exceed eight (8) hours per day and ten (10) working days per calendar year. Documentation of days served must be provided by the courts. Jury duty that extends beyond ten (10) working days will be considered an excused absence from work but will not be compensated by the District. If you report for jury duty and are dismissed, you will be expected to report for work for the remainder of each day on which this occurs, you are also expected to report for work on any regularly scheduled working day when the court is closed for a holiday not recognized by the District. If you are told that you do not need to report to the court on any day of your jury duty stint, you are required to come to work.

In any event that your term of serving as a juror extends past ten (10) working days, your benefits such as health care, dental, vision, and disability will be continued as normal and settled by deducting from your pay upon returning to work or by other payment arrangements agreed upon by the employee and the District.