

## **JURY AND WITNESS DUTY**

### **Jury Duty**

If an employee is notified to appear for jury duty, a leave of absence with pay will be granted at the employee's regular rate of pay. Employees will be required to provide a copy of the court summons for jury service and should request some kind of written verification from the court following jury duty stating the actual time spent for jury selection and jury duty. This verification should be presented to the department head upon return to work.

### **Witness Duty**

If an employee is required by summons, subpoena, court order or department head directive to appear as a witness in any judicial or quasi-judicial proceeding involving city business during working hours, the employee will be paid for the necessary time served by providing the department head with the notice to appear.

If an employee is required by summons, subpoena, or court order to appear as a witness in any judicial or quasi-judicial proceeding for other than city business during working hours, the employee will be granted annual leave or personal leave for the necessary time served by providing the department head with the notice to appear. If the employee has no paid leave available, the employee will be granted time off without pay.

When the period of witness duty is completed, a proof of service document or other valid verification should be requested by the employee from the court and provided to the department head upon return to work.

### **Other Required Attendance Related to City Employment**

If an employee is required to attend a Civil Service Commission meeting, City Council Meeting or other hearing or meeting while off duty, the hours spent attending such meeting or hearing will be counted as hours worked.

### **Telephone Service**

If notified by telephone of a summons to court for witness or jury duty, the employee is to request a written copy of the summons, subpoena, notice to appear, or court order be presented to him as soon as possible. This must be presented to the supervisor or department head as soon as it is received.

### **Personal Service**

If served personally, the employee must provide the department head a copy of any subpoena, summons, notice to appear or other court order as soon as possible after it has been served and before taking the leave.

### **Violations**

Failure on the part of any employee to comply with this policy or to comply with orders and directives issued by the Civil Service Commission, the supervisor or other lawful authority, to attend meetings or hearings may result in forfeiture paid leave and disciplinary action, including discharge.