

CITY OF COMMERCE ADMINISTRATIVE POLICIES

JURY/COURT LEAVE

1.0 PURPOSE

To establish a policy for jury/court leave for City employees.

2.0 POLICY

- 2.1 Any regular full-time or part-time employee who is required to serve on a jury, or as a result of official City of Commerce duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, will be allowed authorized leave with pay.
- 2.2 An employee who receives notice of jury duty or witness service must notify his/her Department Head immediately in order that arrangements may be made to cover the position.
- 2.3 The City reserves the right to request that an employee who is called for jury duty be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.
- 2.4 Time away will not affect vacation or sick leave accruals.
- 2.5 Employees who appear in court as the witness, plaintiff, or defendant in any action not related to their official duties will not be paid for time away from work unless that time is accrued vacation.
- 2.6 Employees are to return to work after jury duty although no more than the regularly scheduled number of hours for both jury duty and work will be required.
- 2.7 If excused as a juror on any given day, the employee is expected to contact his/her Department Head and to report to work as instructed.

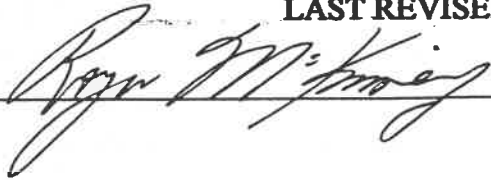
3.0 PROCEDURES

- 3.1 The employee will turn in an Absence Report form marked for jury duty.
- 3.2 The employee will note jury duty on the time sheet for the pay period.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:

A handwritten signature in black ink, appearing to read "Ryan M. King", is written over a solid horizontal line. The signature is fluid and cursive.

juryduty.adp