

**ADMINISTRATIVE PERSONNEL
POLICIES AND PROCEDURES
Policy No. 308: JURY DUTY AND
COURT APPEARANCES**

A. Jury Duty

1. Any regular full-time or regular part-time employee who is called to serve as a juror in any Court may be authorized by the Department Director to continue to receive their regular City pay during the period they must be in Court. The employee must present official notification to their supervisor as evidence of Jury Duty.
2. An employee must notify their supervisor of their absence from work as much in advance as possible in order to be granted leave.
3. An employee responding to a jury summons is expected to notify their supervisor each day regarding that day's jury status. When not required to be in Court, an employee is expected to return to work.
4. The employee may keep the nominal stipend from jury duty to defray costs related to such duty.

B. Other Non-Job-Related Court Appearances

1. If an employee must be absent from work for a court appearance to which they are a party, or to appear as a witness (either voluntary or by subpoena), or for any other non-job-related reason, the employee must use vacation leave, personal leave or leave without pay.
2. If an employee is performing a civic duty by appearing in Court, the same provisions which apply to Jury Duty may be applied at the discretion of the Human Resource Director.

C. Job-Related Court Appearances

1. Any employee who is required to appear in Court for a job-related reason on behalf of the City will be governed by the same policies for compensation as would apply for any other job assignment.
2. Supervisors should review applicable bargaining agreements when court appearances are job-related.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.30.22
Date

Jenny Smith
Jenny Smith
Human Resource Director