

AR 09-02

AN ADMINISTRATIVE REGULATION ESTABLISHING
A JURY DUTY REIMBURSEMENT POLICY

Section 1. Purpose.

The purpose of this administrative regulation is to formalize the City's policy in regards to payment of jury duty service and the collection of court reimbursement.

Section 2. Policy.

As per Section 21-8-24 of the Personnel Rules, an employee shall be granted court leave (jury duty) when required to perform jury duty in any municipal, county, state or federal court. Any employee so summoned shall immediately notify his supervisor of the date and time of the impending required attendance. Regular employees shall receive their regular pay based on the hours they are normally scheduled to work during such time of service, provided that they pay to the City any jury duty or witness fees, excluding mileage and parking reimbursement for a personal vehicle, which they receive.

Section 3. Procedures for Receiving Reimbursement.

Any regular employee called to jury duty will be reimbursed mileage when using a personal vehicle as well as jury duty fees for jury service time out side of their normally scheduled hours provided the employee does the following:

- 1) Submit jury summons/notice to the HR department via their chain of command.
- 2) Report jury duty service time on the bi-weekly timesheet.
- 3) Submit a juror time sheet and court paid jury duty fees to the HR department upon the conclusion of jury duty. For district court service you may request a juror time sheet from the court clerk upon the conclusion of the jury service. A form is also attached for employee use in tracking court hours and travel time which can be used in lieu of the court issued juror time sheet if a court official initials the form upon conclusion of each day.

Upon receipt of the above, an audit will be completed and the appropriate reimbursement will be made to the employee. Should the employee fail to provide the juror time sheet and/or the jury service fees paid by the court, the employee will not be allowed to utilize jury duty leave. A corrected variance will be completed and the employee will be required to utilize vacation and/or comp time for the hours away from work.


Eric Honeyfield, City Manager

8/17/09
Date