Frequently Asked Questions Regarding Jury Service

1. **Is an employer required to pay employees to serve on a jury?**
   No, employers are not required to pay their employees for jury service. The contribution of an individual's time for jury service is considered a civic responsibility for which the court provides a minimum honorarium. (State Statute §21-236)

2. **Does Kyrene provide its employees with a jury duty benefit?**
   Yes, Kyrene will allow employees who ***serve on jury duty*** to be absent from work without deduction of ACA/Personal time/Vacation time or pay; if verification is provided of the **jury service by the court**.
   **This benefit begins when an employee is summoned to appear/report for jury service.*

3. **How should jury duty be reported as an absence?**
   - Jury duty should be reported as ACA (ESP/Admin)/Personal Time (Certified).
   - The employee should obtain written verification from the court upon being excused from jury service and submit to the District.
   - Upon receipt of verification, the ACA (ESP/Admin)/Personal Time (Certified) deduction will be changed to jury duty.

4. **Do employees have to reimburse the district when they receive compensation from the court?**
   Yes, employees may not receive compensation for the jury service from their employer and the court. When an employee receives compensation for jury service, the following procedures should be followed:
   1. Provide payroll a copy of the check and pay stub or statement of earnings from the court
   2. Cash the check
   3. Payroll will change ACA/Personal Time to Jury Duty
   4. Employees daily rate of pay will be reduced by the amount of compensation received for jury duty service (processed by payroll)
      **Reimbursement for mileage or parking does not need to be turned in.*

5. **Is there a cut-off time after which the employee is dismissed, but would not need to return to work?**
   Employees are expected to use good professional judgment in making the decision to return to work if jury service is completed early in the day. Multiple factors may influence the possibility of returning to work including location of the jury service, traffic patterns, work schedule, quality of instruction/service, etc. (District Policy 4-302 and 4-201)
   **It is recommended that you contact your direct supervisor if you are dismissed early.*

6. **Must an employee report to work when directed to call mid-day to determine if he/she is needed for jury service?**
   Employees are expected to use good professional judgement; it is recommended that you start your normal workday however, employees may choose to remain at home pending notification of the need to report. Should you choose to remain at home and are then dismissed without having to report, your chosen leave time would <u>not</u> be switched over to jury duty as you were dismissed and not required to appear. **Please note, if no paid leave time has been accumulated it would be considered absence without pay.*

If employees are called to jury service from the workplace midday, TM should be immediately notified to secure substitute coverage. If employees choose to stay at home until notified of the need to report for jury service, then employees should request substitutes in advance using our normal call-in procedures.