Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P111 - Jury Duty
Code	P111
Status	Active
Adopted	March 13, 2013
Last Revised	March 13, 2013
Last Reviewed	March 13, 2013

Policy Number: P111
Title: Jury Duty
Section: Personnel – All Employees – General

I. Purpose

All employees shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.

II. Guidelines

Should an employee be called for jury duty, the employee shall report the jury duty to the Director or his/her designee.

Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way for doing so. They shall receive normal pay for the period of jury duty, but any compensation received from such duty that is in excess of actual expenses shall be credited against such pay.

Employees will receive regular paychecks during the period of jury duty, and upon receipt of statement, will provide the Business Office with a copy of the statement and any reimbursement for the period of jury duty.

Adopted: 3/13/13