

SUBLIMITY FIRE DISTRICT

SUBJECT: Jury Duty	O.G. NUMBER:
PURPOSE: To provide guidelines foremployees called to Jury Duty	Original Date:
	Revision Date:

Standard Operating Guidelines

Jury Duty

Regular pay continues for time spent in performing jury duty up to 5 days (40 hours total), provided that the employee reports to work on any day, or part of a day, when excused from going to court. If the employee does not report to court or to the workplace for any reason, then the supervisor must be informed by the employee, and the time is charged, with supervisory approval, to vacation, optional holiday, time off for compelling reasons, or leave without pay. There is no salary offset for money earned by the employee for jury services.

Procedure (Regular Employees):

1. Notify supervisor upon receipt of notification of jury duty. Give supervisor Notice of Jury Duty form.
2. Inform supervisor of further absence if jury duty is extended beyond the period specified in the initial notification. Also notify supervisor if unable to report to court so that time can be charged.
3. Request attendance report from the court and submit it to the supervisor.

Supervisor:

1. Monitors time employee is on leave.
2. Sends a copy of the Notice of Jury Duty to the Fire Chief.

Chief:

1. Makes note of leave. Forewards copy to Admin Office

Admin Office:

1. Files notice of Jury Duty form in the employee's personnel file.

Procedure (Chief)

1. Notify Chairman of the Board upon receipt of notification of jury duty. Give the Board Chairman the Notice of Jury Duty form.
2. Inform the Board Chairman of further absence if jury duty is extended beyond the period specified in the initial notification. Also notify Chair if unable to report to court so that time can be charged.
3. Request attendance report from the court and submit it to the Board Chairman.

Board Chairman:

1. Make note of leave. Forwards copy to Admin. Office.

Admin Office:

1. Files Notice of Jury Duty form in personnel file.