

### **3 - EMPLOYEE BENEFITS**

#### **3.8 - Court and Jury Duty Leave for full-time regular employees**

Revised: July 1, 2007

Reviewed: July 2018

##### **JURY DUTY**

If a full-time regular employee is called for jury duty the employee will be excused from work on the days that the employee serves.

Time away from work for jury duty must be recorded on the employee's time sheets so that Human Resources can track jury duty use and the subsequent reimbursement of jury duty pay.

1. When an official notification to appear for jury duty is received the employee must notify the employee's supervisor as soon as possible.
2. For each day of jury duty on which a full-time regular employee would have otherwise been scheduled to work for the City, the employee will receive his or her regularly scheduled number of hours of pay at the employee's regular pay rate.

When the employee receives juror's duty pay it shall be cashed, or write a check to the City of Marshalltown, and submitted to Human Resources. HR will notify payroll that the reimbursement has been received. Any reimbursement for mileage shall be kept by the employee or will be returned to the employee if included with the juror's duty paycheck. HR will give the cash/check to A/R to process.

3. An employee required to report for jury duty on a scheduled work day but who was not selected to serve on the jury shall immediately report back to work upon release from the court.

##### **WITNESS DUTY**

If an employee is called for witness duty the employee will be excused from work for the period of time required to testify.

1. When an official notification to appear is received the employee must notify the employee's supervisor as soon as possible.
2. An employee called for witness duty during his or her scheduled work hours will not be paid for that time by the City unless the employee is called as a witness by the City or because of the nature of the individual's employment with the City.

If the employee has received his or her regular pay for time spent as a witness and additionally receives compensation from another source for serving as a witness, such witness duty pay shall be cashed and given to HR.

3. An employee required to report for witness duty during a scheduled workday shall immediately report back to work upon release from the court.