

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: Jury Duty

Date Adopted: January 1, 1976

File Number 3.95

POLICY OBJECTIVE

To establish a City policy for remuneration of employees called to serve on a jury or to serve as a witness.

ASSIGNED RESPONSIBILITY

City Manager and all Department Heads

APPLICABILITY

Applicable to all City employees selected for jury duty or subpoenaed to serve as a witness.

PROCEDURES

- A. Upon receiving notice to appear for jury duty, an employee must notify his or her immediate supervisor or department head. While serving on jury duty, an employee shall receive his or her regular pay provided all jury fees paid to the individual employee are turned over to the City. In addition, it shall be fully understood that any employee serving on a jury must return to work immediately if he or she is excused from jury service.
- B. Any employee receiving a subpoena to serve as a witness must notify his or her immediate supervisor or Department Head to make arrangements for suitable replacement during the employee's absence. If, in the course of normal employment, an employee serves as a witness, he or she shall receive normal pay only upon the payment to the City of witness fees that accrue to the employee for his or her witness services.