

## **JURY DUTY**

The Library considers jury service a civic obligation and supports the fulfillment of this obligation by its employees.

Upon supplying proper, validated proof of service, employees shall receive regular pay for jury duty service as follows:

- Full time employees shall receive regular pay for scheduled days in which the employee performs jury duty service.
- Part time employees shall receive pay for scheduled hours not worked due to time spent serving on jury duty. It is expected that the employee will make reasonable effort to work his or her normal shift if the time of the scheduled shift does not coincide with jury duty time even if the two should occur on the same day.

Should an employee receive compensation from the jury system for jury time served which coincides with wages paid by the Library for missed scheduled time, the employee shall remit this compensation to the Library. The employee is entitled to travel expense as reimbursed by the jury system. The Library shall not pay for expense related to travel to, from, or for jury service.

Employees are to notify their supervisor(s) upon first being informed of their potential to serve on jury duty so that the Library may make any necessary arrangements to cover any missed shifts.

Latest Revision: September 27, 2005  
Originally Adopted: June 28, 1999