

Jury Duty Policy

If you receive a summons or other notice requiring you to report for Jury Duty, inform your supervisor immediately and provide your supervisor with a copy of your notice to report for Jury Duty.

If you wish to serve on Jury Duty as specified in the notice, report as required. If you have personal or work priorities that limit your ability to serve, see your supervisor for his or her help in supporting your claims should you want the Company's assistance in this matter.

Salaried employees can receive up to three days regular pay per year for actual time served on Jury Duty. Employees may keep any payment received from the Court for Jury Duty and have no obligation to return any payment to the Company or permit the Company to offset those payments from up to three days payment per year for actual time served on Jury Duty.

At the end of each day of Jury Duty, notify your Supervisor of your status. Most Jury Duty is for one day or less unless you sit on an actual trial. Therefore, your report to your supervisor is especially important on the first day of any required Jury Duty.

If required to sit on a trial, an employee serving on a jury should contact his or her supervisor daily to advise the supervisor of his or her status and the projected end of the jury duty.

As with all Company policies, this one is subject to modification, in whole or in part, required by any changes in local, state, or federal statutes and laws. The Company may also modify this policy for its own purposes in whole or in part with 30 Days notice to Employees.

Your supervisor will give you a copy of this Jury Duty policy upon your giving him or her a copy of your Jury Duty notice. Please sign it and make two copies; one for you and the other for your personnel file with a copy of your Jury Duty notice attached.

Employee

Supervisor

Date

Jury Duty Policy Review List

This review list is provided to inform you about the document in question and assist you in its preparation.

1. Jury Duty policy, as with other employee policies, is most effective when dealt with evenhandedly and promptly. Our suggestion is to have each employee sign a copy to reinforce the Company's providing the benefit of up to 3 days pay for Jury Duty service. This limits the exposure the Company has for longer service and hopefully will encourage your employees to avoid Jury Duty or serve the minimum term. If an Employee chooses to seek participation in a longer trial, then the financial responsibility rests with them after 3 days, supplemented somewhat by jury duty pay available from the governmental authority involved.
2. It is also important to emphasize in your employee policies, as this Jury Duty policy does, that government laws and statutes take precedence over your own and that these policies may change without notice to all concerned, including the Employee. By doing this, you take the edge off the bureaucratic feeling of these kind of documents and place the onus on government rules and statutes rather than on the Company.
3. Written Employee rules, such as this one, help avoid any prohibited discriminatory practices by clearly stating what the rules are requiring reporting the notice, payment rights, and reporting requirements by your employees. Keeping clear records by category simplifies any audit of employee practices so we recommend you not only place a copy of the signed policy and notice received by any employee in the employee file, but also put a duplicate set in a Jury Duty notice file.