



POLICY# 3435 Jury Duty

EFFECTIVE DATE 1/25/2024 **VERSION # 2**

DATE OF LAST REVISION 12/22/2023 **NEXT REVIEW DATE** 1/1/2026

APPLIES TO

Division Districtwide
 Sub-Division Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	12/22/2023	Removing from Handbook and adding it to newly formatted policy repository	Michelle Niven


PROCEDURE

Non-exempt full-time employees summoned to jury duty or to appear as witnesses in court proceeding(s) unrelated to the District business will be paid while on jury duty. Employees must report anticipated jury or witness duty to their supervisor immediately upon receipt of any jury duty summons, subpoena, or notice to appear.

Exempt employees will be paid for any week in which they have performed some work while on jury duty, as required by law.

Non-exempt full-time employees summoned as witnesses in connection with District business shall receive their regular hourly rate of pay and the pay will be classified as "Jury Duty".

Authority: General Manager; Board of Directors

Michelle Niven 
 Author (print and sign)

02/14/2024
 Date


 Annabel Grimm
 General Manager

14 Feb 2024
 Date

Approved by the Board of Directors on: **January 25, 2024**