

Policy No. 209: Jury Duty

A. All employees of the City of Springdale who serve as jurors in any court are entitled to leave of absence from their respective duties.

B. Jury Duty

1. Any employee who is called to serve as a juror will continue to receive their regular City pay during the period they must be in Court. The employee must present official notification to their supervisor as evidence of Jury Duty. The stipend received by the employee from the court for their service must be remitted to the City Finance Department. (Ref. SCO 32.12)
2. An employee must notify their supervisor of their absence from work as far in advance as possible in order to be granted leave.
3. An employee responding to a jury summons is expected to notify his or her supervisor each day regarding that day's jury status. When not required to be in Court, an employee is expected to return to work.

C. Other Non-Job-Related Court Appearances

If an employee must be absent from work for a court appearance to which they are a party, or to appear as a witness (either voluntary or by subpoena), or for any other non-job-related reason, the employee must use vacation leave, compensatory time or leave without pay.

D. Job-Related Court Appearances

Any employee who is required to appear in Court in the course of performing work related duties will be governed by the same policies for compensation as would apply for any other job assignment.

E. Springdale Civil Service and Springdale Board of Review Hearings

If an employee is subpoenaed to appear as a witness before the Civil Service Commission or Board of Review, and is scheduled to work at the time of the hearing, the employee will be released from duty with pay in order to appear at the hearing. If an employee is subpoenaed to appear as a witness and the

hearing occurs during the employee's non-scheduled working hours, the employee's appearance at the hearing will not be compensated as hours worked.

The appropriate responsibility and authority to administer this Policy is hereby conferred on the City Administrator and Department Directors.

Approved:

8-29-95
Date


City Administrator

8-29-95
Date


Mayor