

<b>City of Wasco</b>	<b>Human Resources Policies and Procedures</b>		
	ORIGINAL DATE 06/05/07	REVISED DATE	PAGE NUMBER 1 of 1
POLICY NUMBER	Jury Duty Leave		City Council Approval 06/05/07
			City Manager Approval 06/05/07

**I. Purpose**

The City of Wasco considers jury duty to be an important civic responsibility. Having loyal, conscientious, honest citizens serving on our juries is a basic and essential element of our American system of justice. Therefore, it shall be the policy of the City to encourage jury service by its employees.

**II. Scope**

This policy applies to all Regular full time employees called to jury duty,

**III. Policy**

Regular full time employees called to jury duty after completing their probationary period are eligible for their regular rate of pay for time spent in performing jury duty. If any payment for jury service is accepted, employee shall submit the warrant, or its equivalent minus any expenses (e.g. mileage, parking, etc.) to payroll. An employee called to jury duty on his regular day off shall not be compensated. Employee must report to work on any day, or part of a day, when excused from going to court. If the employee does not report to court or to the workplace for any reason, then the supervisor must be informed by the employee, and the time is charged to vacation time or leave without pay.

Evidence of jury-duty attendance must be presented to your supervisor by attaching the Court's approved record of jury service to the corresponding time report. This record is necessary to authorize any pay. Failure to produce such records will result in unexcused leave. In those circumstances, an employee may be required to take leave without pay or use accrued vacation.