

Jury Duty

Number: F-8

Revision:

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1.0 POLICY

The Town of Carolina Beach grants leave with pay to benefit-eligible employees who are called to serve on Jury Duty. The Town grants time off without pay to other employees who are called to serve on Jury Duty.

2.0 PURPOSE

The Town supports employee participation as citizens in the exercise of their responsibilities to serve on a jury when summoned. All employees are allowed time off to serve on Jury Duty. Although not required to, the Town further demonstrates its support by granting paid time to benefit-eligible employees to serve on a jury and allows all employees to keep any monies awarded to jurors by the court.

3.0 SCOPE

This policy applies to all benefit-eligible employees.

4.0 DEFINITIONS

- 4.1 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 **Other (not Benefit-Eligible) Employee** - An employee assigned to a position designated roster, seasonal temporary or special project who is eligible for salary and mandated benefits only. See **Policy on Position Types**.

5.0 ORGANIZATIONAL RULES

- 5.1 Employees summoned to serve on Jury Duty will be allowed time off to serve.
- 5.2 A benefit-eligible employee summoned to serve on a jury will be granted leave with pay for the duration of the period for which called, unless released earlier, without charge against vacation leave.
- 5.3 A benefit-eligible employee will be granted leave with pay for Jury Duty only when he is required to serve on a regularly scheduled work day. An employee will not be compensated for Jury Duty when he is required to serve on any nonscheduled work day.
 - A. Full-time employees will receive their normal pay for each day of Jury Duty served on a regularly scheduled work day subject to the restrictions in 5.4 below.
 - B. Part-time employees will receive their hourly rate of pay for up to the same number of hours they were scheduled to work for each day of Jury Duty on a regularly scheduled work day subject to the restrictions in Section 5.4 below.
- 5.4 Employees granted leave for Jury Duty must return to work when released from Jury Duty. If the Jury Duty requires only a partial day, the employee is expected to report for work for the remainder of the day if normally scheduled to work. If the benefit-eligible employee wants the remainder of the day off, with permission of the supervisor, the employee may take vacation leave for the remainder of the day.

- 5.5 The employee called to Jury Duty may keep whatever compensation is awarded by the court for such service.

6.0 PROCEDURES

- 6.1 Upon notification by the court of Jury Duty, the employee should inform his supervisor and make arrangements for the time off. The employee will provide a copy of the jury summons to the supervisor.
- 6.2 After the Jury Duty has been served, on the first day back at work, the benefit-eligible employee will complete a Leave Request Form for the actual work hours absent. The employee will attach the Jury Duty certification to the Leave Request Form and give to his supervisor.
- 6.3 The supervisor is responsible for ensuring the Leave Request Form is properly completed, the appropriate signatures are obtained and the form is given to the appropriate departmental timekeeper for further processing.

7.0 APPENDIX, APPENDICES

- Leave Request Form