

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 104-08

Eff. 2/21/12

JURY DUTY

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Grand Forks County encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request paid administrative leave for jury duty. Jury duty pay will be calculated on the employee's base pay rate, minus any jury fee paid by the court.

Employees must show the jury duty summons to their Department Manager as soon as possible so the Department Manager may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.