

JURY AND WITNESS DUTY LEAVE POLICY



Policy Title: Jury and Witness Duty Leave
Policy Number: 4.07
Authorization: Grand Forks County Commission

Approval Date: August 1, 2017
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POLICY STATEMENT

Grand Forks County encourages and supports employees who are fulfilling their civil and legal obligations as jurors and witnesses.

RATIONALE

To establish guidelines for the administration of Jury and Witness Duty Leave.

APPLIES TO

All County employees who are not elected official or temporary/seasonal employees. Positions in Social Services follow the North Dakota Administrative guidelines regarding Jury and Witness Duty Leave.

DEFINITIONS

Temporary/Seasonal: Employees who are expected to remain in a position only for a certain amount of time.

GUIDELINES

JURY DUTY ELIGIBILITY

In order to be eligible for paid Jury Duty Leave, an employee must be scheduled to work on the day(s) being summoned.

Part-time employees are eligible for paid Jury Duty Leave only when jury duty coincides with employee's regularly scheduled hours.

The employee must provide their supervisor with a copy of the notification and are required to furnish appropriate documentation to their supervisor when returning from serving as a juror.

NOTIFICATION

When an employee receives a summons to serve as a juror, the individual should promptly inform their immediate supervisor.

PAYMENT OF JURY DUTY

An employee selected for jury duty will be granted an approved absence from work with pay, less the amount of payment received from the court for jury duty service. Employees are expected to report to work whenever the court schedule permits.

Pay for Jury Duty Leave is calculated on the employee's base rate at the time of jury duty. It does not include shift differential, incentive pay, bonuses, or other special forms of compensation and is not considered hours worked for purposes of determining overtime.

If the employee is on an authorized Vacation Leave while performing jury duty, the employee may retain the fee paid by the court and the employee's pay will not be reduced.

WITNESS DUTY GUIDELINES

WITNESS OR EXPERT WITNESS ON BEHALF OF THE COUNTY

Employees who are called to appear as a witness or expert witness on behalf of the County are reimbursed by the County for mileage, meals, and lodging, in addition the employee will be paid their base rate for time spent as a witness.

An employee can retain witness fee paid by a party only when the County did not reimburse the employee for mileage, meals, and lodging and the employee was on authorized Vacation Leave.

PERSONAL WITNESS DUTY

Employees who performs witness duties unrelated to the employee's employment with the County or because the employee is personally interested in the proceedings or because the employee volunteers to do so must take Vacation Leave or Unpaid Leave. In these circumstances, the employee may retain any witness fee provided to the employee.

NOTIFICATION

When an employee receives a summons to serve as a witness or expert witness, the individual should promptly inform their immediate supervisor. The employee must provide their supervisor with a copy of the notification.

Employees are required to furnish appropriate documentation to their supervisor when returning from serving as a witness.

An employee is requesting time-off because they are personally interested in the proceedings or because they volunteer to do so must follow their department-specific standards for requesting time off.

ROLES

Supervisors are required to secure a copy of the summons and forward it to Human Resources for retention.

Employees must promptly notify their supervisor regarding being summoned for jury or witness duty. Employees must stay in regular contact with their supervisor during jury or witness duty.

This policy is intended as a guideline to assist in the consistent application of Grand Forks County policies and procedures for employees. The policy does not create a contract implied or expressed, with any Grand Forks County employees. Grand Forks County reserves the right to modify this policy in whole or in part, at any time, in its sole discretion. This policy will be reviewed no less than every three years, unless required by Federal, State, or Local law.

RESOURCES

Contact the Human Resources if you have any questions or if you would like additional information about this policy.

FORMS

Time Off Request and Payment Form

RELATED POLICIES AND PROCEDURES

Vacation Leave