

INTRODUCITON

As a responsible institutional citizen, the City of Taft recognizes that its employees may occasionally be called for jury duty.

Jury duty is defined as the duty requested by any legally constituted court or government unit of municipal, county, state or federal jurisdiction and includes active participation as a juror, those instances in which an employee is subpoenaed for examination as a possible jury member and instances in which an employee is called as a witness in an action not involving the employee himself.

In such circumstances, the City of Taft shall grant employees a jury duty leave of absence for duration of the employee's jury duty assignment.

During a jury duty leave of absence, employees shall be entitled to full salary, excluding differential payments, less jury duty compensation received from the applicable court or governmental unit.

REQUESTING JURY DUTY LEAVE OF ABSENCE

1. A call to jury duty shall be recognized by the City only through the employee's submission of an authentic summons issued by the applicable court or government unit.
2. Should an employee be called for jury duty, the employee shall promptly notify his immediate supervisor and present the jury duty summons.
3. If the employee's immediate supervisor believes that the employee's services are necessary to the welfare to the City, he may submit written request to the Personnel Department asking that the City request dismissal of the jury duty summons.
4. During the employee's jury duty assignment, the employee's immediate supervisor shall not jury duty on the employee's time record for each normal working day and shall attach the applicable summons thereto.
5. Upon return to work, the employee shall submit authenticated pay vouchers from the applicable court or governmental unit to the Personnel Department. Such vouchers shall be the basis for payroll adjustments determining the employee's salary during the jury duty assignment.
6. Upon written approval of the City Manager or a designated representative, an employee shall receive his normal salary check, excluding differential payments, during the duration of a jury duty assignment. In such instances, the employee shall reimburse the City that amount received in jury duty compensation by endorsing all jury duty checks for payment of the City of Taft.