



Human Resources Policies and Procedures

Policy Title: Jury Duty and Court Time Pay	Policy Number: 4.9
Effective: October 30, 2005	
Supersedes: 1988 Personnel Rules and Regulations #38, p47	
Approval: <i>Carl A. Peltola</i>	Page 1 of 3

1.0 Scope

- | | |
|---|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

Participating in the court system is a civic responsibility, and the City of Ann Arbor promotes and encourages participation in this system. This policy is designed to establish the City's policy for jury duty, deposition, and court time leaves of absence.

3.0 Policy

It is the policy and practice of The City of Ann Arbor to provide leaves of absence for its employees called for jury duty or subpoenaed as witnesses in court proceedings. The City discourages any employee from evading the civic responsibility of jury duty, and will not assist in the release of any employee from such duty.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

4.0 Responsibility

Management and Human Resources Services will be responsible for the consistent administration of this program and ensuring compliance with the Jury Duty Pay policy. It is the responsibility of each employee to follow this policy and abide by its intent.

5.0 Procedures

- 5.1** Immediately upon receiving a summons, subpoena, or other notice to appear for court or jury duty, the employee must request leave in writing, with a copy of the subpoena or summons, and present it to his or her immediate supervisor.
- 5.2** Any employee called to jury duty or subpoenaed in a court proceeding, where they are not a party to or representing a party, shall be granted leave for the duration of that duty.
- 5.3** An employee required to serve on a jury for more than fifteen (15) days must present proof of such service to his or her immediate supervisor every fifteen (15) days for the duration of the service. Upon returning to work, the employee must promptly provide his or her immediate supervisor with proof of his or her jury duty service or appearance as a witness.
- 5.4** The number of days used must be communicated to payroll on the employee's time sheet.
- 5.5** Payroll will pay for Jury Duty or Court time as indicated on the employee's time sheet.
- 5.6** The employee must return to work immediately after jury duty has concluded. If a juror or witness is excused on any day that they appear for jury or witness duty before 12:00 noon, he or she must report to work for the remainder of that day or take accrued, approved paid time off.
- 5.7** An employee serving on jury duty will be paid on the payroll as if the time were actually worked. The employee will be required to endorse the check paid to the employee by the court for jury duty to the City.

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- 5.8** The City will reasonably accommodate any employee whose participation, in any capacity, in a court proceeding is not on behalf of or for the benefit of the City. For such personal or voluntary court appearances, employees will be required to use accrued paid time off and the time shall not be used in determining whether or not the employee is due any overtime compensation.
- 5.9** An employee who is scheduled to work a shift that is substantially different than normal business hours will be excused from that shift even though they have been excused from jury duty as stated in 5.6.

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