

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

Procedure No.: EP 7-8
Revision No.: 1

Effective: 08/30/2025
Review Date: 8/21/2019,
7/30/2020, 8/12/2021,
12/5/2024

Civil Leave

OVERVIEW: This procedure describes the provisions for granting civil leave to employees serving on jury duty, required to attend legal proceedings for the benefit of the County or subpoenaed to any court proceeding in which the employee is not a party.

SCOPE: This procedure applies to all classified and executive service employees of the Board.

PROVISIONS:

1. **General Rule.** Employees in the Classified and Executive Service shall receive full pay for any regularly scheduled work hours during which they are called to jury duty.
2. **Notification.** Upon receipt of the summons for jury duty, an employee is required to notify the supervisor or Department Director in a timely manner.
3. An employee released or excused by the Court shall report immediately to the employee's supervisor and return to the workplace for the remainder of the work shift.
4. An employee who is required to attend legal proceedings involving the County or is subpoenaed to any court proceeding involving the County in which the employee is not a party to the proceeding, shall be paid regular hours.
 - a. If such attendance is outside the employee's regular work hours, all hours required for such attendance will be included in the calculation of overtime eligibility in accordance with the FLSA.
 - b. Any fees received as a juror or witness while being paid as a County employee shall be reimbursed to the County as a condition of receipt for a civil leave request.

