

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

Policy No.: 7-8

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Civil Leave

OVERVIEW: This policy 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 personally involved.

SCOPE: This policy applies to all classified and executive service employees of the Board of County Commissioners.

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 immediately notify the supervisor or department director.
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 for the benefit of the County, or who is subpoenaed to any court proceeding in which the employee is not a party to the proceeding, shall be paid as if engaged in normal work.
 - a. If such attendance is for the County's benefit and at a time other than the employee's regular work shift, all hours required for such attendance will be included in the calculation of overtime eligibility in accordance with the Overtime Policy. For other proceedings, no overtime will be paid.
 - 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 approval for civil leave request.

County Manager

County Attorney