

	<i>Administrative Regulation</i>	
	JURY DUTY & WITNESS LEAVE	Policy #: 7.07
		Effective: 03/13/2023
		Revised: 06/25/2025
	Owner: Human Resources	

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

PURPOSE:

To ensure that employees have the necessary support and resources to fulfill their civic duties while minimizing undue hardship.

SCOPE:

This regulation applies to all employees. Represented employees should also refer to their applicable collective bargaining agreements.

POLICY:

The City encourages employees to serve on juries and fulfill their ***witness*** obligations when summoned. Employees must inform their direct supervisor as early as possible and provide a copy of the summons. In cases of significant business need, management may ask employees to request a postponement from ***jury duty***, subject to court approval.

Employees required to attend court or legal proceedings because of actions taken in the course and scope of their employment will be considered “at work” and will receive their regular wages. This provision does not apply to an employee who is a plaintiff in a lawsuit or other legal proceeding against the City.

PROCEDURE:

1. Jury Duty Pay

- a. Employees on any shift or work schedule are granted leave with pay for actual time on a jury, including grand-jury service and related travel not to exceed the employee’s normal workday and work week hours.
- b. If an employee is dismissed from jury service with more than two (2) hours remaining in their normal work shift, they are expected to report to work for the remainder of the workday, unless otherwise approved by their supervisor.
- c. Employees may keep mileage reimbursement but must waive all jury fees, as required by ORS 10.061.

2. Witness Leave Pay

- a. Time spent attending an administrative or legal proceeding on behalf of the City is counted

as time worked. Any compensation received for the appearance, other than mileage reimbursement for personal vehicle use, must be turned over to the City.

- b. When served with a work-related subpoena (excluding paid expert witness appearances), regular employees on any shift or work schedule will be granted paid leave for actual time spent at the proceeding and related travel, not to exceed their normal workday or workweek hours.

DEFINITIONS:

Jury Duty:

Mandatory service by an employee when summoned by a court of law to serve as a juror, including trial jury service, grand jury service, and related court-required appearances.

Witness:

An employee who is called to be a witness in a legal proceeding on behalf of the City while in the course and scope of work-related duties.

RESOURCES:

Administrative Regulation:

- [Crime Victim Leave](#)