

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS DSS Manual Prior to 2002, Rev. 4/09	Page: 1 of 1	Number: 2.4
	Reviewed by/Reviewed Date: CSA Exec Team 4/13/09, 10/7/19	Replaces:	Category: Time Keeping and Attendance
Title: Jury Duty		Approved: 4/13/09	

Policy

 Procedure

 Guideline

Purpose

The Community Services Agency (CSA) employees are granted the right to serve on a jury without charge to their own time.

Definition

County policy states that no deduction shall be made from the salary of a full-time employee while on jury duty if he has waived or remitted to the County the fee for jury duty. If he has not so waived or remitted the jury fee, he shall be paid only for the time actually worked in his regular position.

See appropriate M.O.U. for exceptions/clarification.

Procedure

CSA employees must immediately inform their supervisor upon notification to report for jury duty. All time must be reported on the time card with an appropriate notation and a copy of the jury summons or verification of attendance submitted to CSA-HR. If an employee receives a check for jury duty, the employee may keep the payment related to mileage reimbursement, but must remit any reimbursement related to jury duty service. The standard department jury fee payment form should be utilized with the employee returning the amount related to jury duty service. Remittance may be made by personal check or cash, please contact your department's Auditor-Payroll Division contact for proper processing of remittance. Notification to the Jury Commissioner of county employment will prevent the payment for service.

Civil Grand Jury Reimbursement

Serving on a Civil Grand Jury is voluntary and requires a time commitment of 20-30 hours a month. Civil grand jurors serve a term of one fiscal year. Being a civil grand juror requires numerous hours away from work. The County is not legally obligated to pay an employee while servicing on the Civil Grand Jury. You must receive prior approval from the Department Head or designee before accepting a position on the Civil Grand Jury.

It is the County's policy to avoid overtime work whenever possible.