

## Jury Duty

### 327.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines for employees summoned for jury duty. This policy applies to all employees.

### 327.2 AUTHORITY AND REFERENCES

- Riverside County Ordinance No. 440;
- Memorandums of Understanding (MOU);
- Management Resolution.

### 327.3 POLICY

Employees are encouraged to complete jury service and are excused from work for hours served on jury duty during their normal working hours.

### 327.4 PROCEDURE

- (a) Upon receipt of a jury summons, employees will advise their immediate supervisor of the date, time, and court location.
- (b) Permanent employees summoned for jury duty during their normal working hours are considered to be on duty without loss of salary. Any jury fees received by the employee are to be returned to the County Treasury. Employees may retain mileage fees received for jury duty as outlined in the current applicable MOU/Management Resolution.
- (c) Permanent employees who serve jury duty on a scheduled day off or outside their regular working hours receive no salary, but are entitled to retain any jury fees for those days.
- (d) Temporary employees are entitled to retain their jury fees since they are not paid for time not actually worked.
- (e) Employees excused from jury duty prior to the end of the normal workday shall report to their supervisor or designee and resume normal work duties. Employees must provide documentation of completed jury duty service to their immediate supervisor or designee.
- (f) Employees will record jury duty hours served on their timesheet. Jury attendance certification must be attached to the timesheet at time of submission.
- (g) Postponement of jury duty may be requested by the employee directly from the court.

Date(s) revised:

10/23/2018

# Riverside County Probation Department

Policy Manual

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01/02/2002

Created: 07/01/1986

Attachments: None