



ADMINISTRATIVE DIRECTIVE

SUBJECT TIME OFF FOR WITNESS AND JURY DUTY	NUMBER	PAGE
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I. **PURPOSE**

To state the procedure to follow when a city employee is required to serve on either jury or witness duty.

II. **POLICY**

An employee required to attend legal proceedings either as a result of city service or in matters not associated with city service, is required to follow all city and departmental attendance requirements, assure timely communication with his/her supervisor, and submit original official documentation associated with the event such as subpoenas and jury duty attendance forms. The employee is required to report promptly to his/her regular assignment at the conclusion of the proceedings. As necessary, a supervisor may modify an employee's regular schedule to accommodate legal proceeding attendance requirements.

III. **WITNESS DUTY**

A. **City-Related Service:** An employee, including a non-permanent employee, required to appear as a witness in response to a properly served subpoena issued because of city employment shall be excused from his/her regular assignment to attend related legal proceedings and shall receive full pay.

B. **Not Associated with City Service:** Except for non-permanent employees, an employee who submits a properly served subpoena to appear as a witness in a legal proceeding not associated with city employment will be excused from work. The employee will notify his/her supervisor of his/her selected pay option by completing the Witness and Jury Duty Option Form (see Administrative Directive [2.01-7](#), Employee Leaves, Attachment 7) indicating their preference to:

1. Receive full pay from the city by agreeing to submit to the city any pay received for witness duty, or
2. Utilize accrued vacation leave or compensatory time and retaining any pay received for witness duty.

Non-permanent employees will be placed on a leave-without-pay status to attend legal proceedings not associated with city employment.

V. **JURY DUTY**

An employee who submits an original jury duty notice will be excused from work. The employee must notify his/her supervisor of his/her selected pay option by completing the "Witness and Jury Duty Option Form" indicating the preference to:

1. Receive full pay from the city by agreeing to submit to the city any pay received for witness duty, or



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2. Utilize accrued vacation leave or compensatory time and retaining any pay received for witness duty.

Non-permanent employees will be placed on a leave-without-pay status to attend jury duty service.

Forms attached to
AD 2.01-7

7-Witness and Jury Duty Option Form

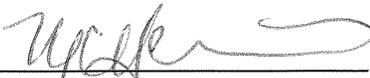
References (for a complete list of references for the entire AD Leaves series, please see AD 2.01-7)

2.01-7, Employee Leaves

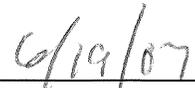
Review Responsibility and Frequency

The Director of Human Resources will review this directive annually, based on date of publication.

Authorized



City Manager



Date