

## Frequently Asked Questions Regarding Jury Service

1) Is an employer required to pay employees to serve on a jury?

**No**, employers are not required to pay their employees for jury service. The contribution of an individual's time for jury service is considered a civic responsibility for which the court provides a minimum honorarium. (State Statute §21-236)

2) Does Kyrene provide its employees with a jury duty benefit?

**Yes**, Kyrene will allow employees who **serve on jury duty** to be absent from work without deduction of ACA/Personal time/Vacation time or pay if verification is provided of the **jury service by the court**. The Jury Duty benefit begins when an employee receives confirmation, usually through a call-in procedure, that they must report for jury service.

3) How should jury duty be reported as an absence?

Jury duty is normally reported as ACA/Personal time. Upon receipt by the District of verification from the court that the employee has been absent because of jury service, the ACA/Personal time deduction will be changed to jury duty. The employee should obtain this written verification from the court upon being excused from jury service.

4) Why do employees have to reimburse the district when they are seated on a jury and get paid? Do the employees also have to reimburse the District for the amount received for mileage?

Employees may not receive double compensation for the jury service from their employer and the court. Therefore, to receive payment from the District for the day, employees need to transfer any compensation received for their service to the District. However, employees may accept reimbursement for their expenses such as mileage or parking. When an employee receives compensation for jury service from the court the following procedures should be followed:

- a. Provide payroll a copy of the check or statement of earnings from the court
- b. Cash the check
- c. Payroll will then deduct that amount from the employee's pay

Reimbursement for mileage or parking does not need to be turned in. Employees may cash those checks.

5) Is there a cut-off time after which the employee is dismissed, but would not need to return to work?

Example, the employee is dismissed at 1:30 and by the time the employee returns to school it is 2:00 and school is dismissed at 2:35 in an early school.

Employees are expected to use good professional judgment in making the decision to return to work if jury service is completed early in the day. Multiple factors may influence the possibility of returning to work including location of the jury service, traffic patterns, work schedule, quality of instruction/service, etc. (District Policy GCCD)

6) Will the substitute be paid for the whole day even if the employee returns at, say, noon?

Certified substitutes that work up to 4.5 hours are paid a minimum of four hours. Any hours over 4.5 and up

to 8 hours will receive 1.0 of the Board approved rate of pay. Support staff substitutes are paid for the actual hours worked up to 8 hours with a minimum of 2 hours. When an employee returns to work after jury service and a substitute is present, TM should be contacted to see if the substitute is needed elsewhere. If not, the certified substitute may be retained at the site to provide assistance as needed when he/she has already worked 4.5 hours or more. If the certified substitute has worked less than 4.5 hours, TM may choose to dismiss the certified substitute for the day or reassign him/her elsewhere. Support staff substitutes will be dismissed by TM or also reassigned elsewhere since they work on an hourly basis.

7) Must an employee report to work when directed to call mid day to determine if he/she is needed for jury service?

Upon receipt of a summons for jury service, employees normally report their absence as ACA/Personal time. After **servicing** on jury duty, employees must verify their service with written documentation from the court. Only then is the absence changed to jury duty. **Without written documentation the absence remains ACA/Personal time.** If employees do not report for jury duty their absences will remain ACA/Personal time and be deducted from their accumulated balances.

Employees may choose to remain at home pending notification of the need to report for jury duty. In the absence of serving on jury duty, employees must understand the deduction will be from their ACA/Personal time/Vacation, or deduct time if no paid leave time has been accumulated. To avoid a deduction from ACA/Personal time/Vacation, or loss of wages, employees may choose to report to work and await notification of the need to serve to ensure their absence will be covered as jury duty benefit. If employees are called to jury service from the workplace midday, TM should be immediately notified to secure substitute coverage. If employees choose to stay at home until notified of the need to report for jury service, then employees should request substitutes in advance using our normal call in procedures.