

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	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	Replaces:	Category: Time Keeping and Attendance  Distribution: All Staff
Title: <b>Jury Duty</b>		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 an 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 inform their supervisor immediately upon notification to report for jury duty. All time must be reported on the time card with an appropriate notation. If a jury warrant is received, the employee may keep the portion of the payment related to mileage reimbursement, but must remit any reimbursement related to service on a jury. Notification to the Jury Commissioner of county employment will prevent the payment for service. An employee accepted for jury duty shall immediately notify their supervisor. Supervisors may request supporting documentation to verify attendance as needed.

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