

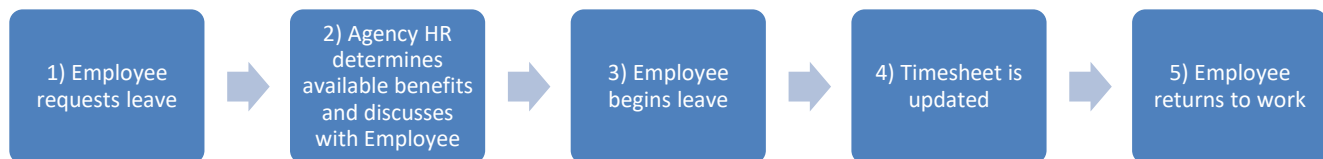


Jury Duty

Any employee eligible for comprehensive leave benefitsⁱ who receives a summons and reports for jury duty shall be entitled to his or her regular county pay, provided that fees for such jury duty are deposited, exclusive of mileage, with the department of finance. Employees must inform their supervisor no later than two weeks before they are required to report to jury duty. The supervisor may reassign the employee to a shift and schedule that better corresponds with jury duty and will be provided a reasonable time to report to work when dismissed from jury duty.

Employees not eligible for comprehensive leave benefits must follow the same notification requirements and shall be released from work duties for the duration of assigned jury duty but will not be compensated for the time spent on jury duty. These employees may retain any jury duty pay received.

Jury Duty Procedure



Employee responsibilities

1. Receives jury summons and notifies immediate supervisor (no later than two weeks before date)
2. Completes the request for time off according to department procedures (i.e., absence request form, time sheet, equivalent system) along with a copy of the jury summonsⁱⁱ
3. If the employee uses self-time entry, they will insert appropriate time reporting code onto timesheet
 - a. TRC 410 Jury Duty Pay - To track jury duty leave
4. Communicates with supervisor if:
 - a. Dismissed from jury duty within regularly scheduled shift, or
 - b. During the next regularly scheduled shift if dismissed after regular working hours, or
 - c. If jury duty is expected to last beyond requested dates of absence
5. Declines jury duty payment from court system for daily servicesⁱⁱⁱ. Employees are not eligible to keep daily jury duty payment (exclusive of mileage) due to receipt of their regular King County pay.
6. Returns to work

Employer responsibilities

1. Immediate supervisor reviews documentation and approves time off request
2. May reassign employee shift/schedule that corresponds with jury duty
3. Must provide a reasonable amount of time to report back to work for their regular shift/schedule
4. If Employee does not self-report, Agency payroll professional processes leave hours in PeopleSoft
 - a. TRC 410 Jury Duty Pay - To track jury duty leave
5. Files a copy of information into employee file
6. Coordinates expected return to work dates

ⁱ Comprehensive leave benefited positions receive all types of associated benefits; STT's receive only WA State sick leave.

ⁱⁱ For jury duty in Pierce and Kitsap County please submit letter received in the mail indicating your need for jury duty (King County courts do not do this).

ⁱⁱⁱ If employee does accept payment from a court system for jury duty then the employee must submit the payment, minus mileage, to FBOD/Payroll Operations at MS: CNK-ES-0230. Payments must be made by check or money order.