

Chapter 7 – Human Resources

AP 7352 Jury Duty Leave for Short-Term Hourly, Substitute, and Professional Expert Employees Not Represented by a Collective Bargaining Unit

References: Education Code Sections 87035, 87036, and 88003 and California Courts Judicial Branch Employer Information

In an effort to encourage participation in our civic responsibility to participate in jury duty service, Short-term Hourly, Substitute, and Professional Expert employees (excluding student workers) shall be eligible to remain in paid status for a maximum of ten (10) scheduled work days within a twelve (12) consecutive month period by following the criteria below:

1. The employee was previously scheduled to work on the date(s) jury duty service was rendered.
2. The jury duty service was rendered a minimum of 30 days from the commencement of employment.
3. The employee provides their manager with written proof of attendance issued by the court for which jury duty service has been rendered.

The employee's manager shall be responsible for ensuring the above criteria has been met prior to approving payment for jury duty leave. Managers shall provide proof of attendance to Payroll by the 1st working day of the following month jury service was performed. Compensation for jury duty leave will be paid at the regular rate of pay for the scheduled number of hours the employee otherwise would have worked while performing jury duty service.

It is the responsibility of every employee compensated for jury duty leave to sign over any juror's fee received, excluding mileage, to the District.

Approved: October 26, 2016