

**CITY OF GRAND PRAIRIE  
HUMAN RESOURCES POLICIES AND PROCEDURES**

|                                             |                                                                                                                  |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Section C: <b>EMPLOYEE BENEFITS</b>         | Approved by: <br>City Manager |
| No. 9 <b>Jury Duty &amp; Court Subpoena</b> |                                                                                                                  |
| Effective Date: 7/23/14                     | Supersedes: 04/01/98                                                                                             |

**1.0 Purpose:**

The purpose of this policy is to establish a procedure for receiving time off for jury duty and responding to a court subpoena.

**2.0 Scope:**

All employees

**3.0 Policies:**

- 3.1 Employees receiving a jury duty summons are expected to fulfill their obligation of citizenship by serving when called.
- 3.2 Employees who are subpoenaed as witnesses for the City or who are subpoenaed as expert witnesses in any litigation shall be excused from duty for the amount of time necessary to appear in court.
- 3.3 Employees assigned to evening shifts may be transferred, at the discretion of the department and/or division, to the day shift for the period in which the employees serves their civic duty on jury duty or is required to appear in court as a witness for the city in accordance with 5.0 below.

**4.0 Procedures for Jury Duty:**

- 4.1 Employees receiving a call to jury duty summons must notify the supervisor as soon as notice is received and shall receive regular pay during such period.
- 4.2 In order to receive pay for time spent serving on Jury Duty, an official Certificate of Attendance from the court shall be provided to the appropriate supervisor and submitted with timekeeping records.
- 4.3 Should jury duty fall within a scheduled vacation period, the vacation period may be extended by a corresponding number of days if operationally feasible for the department, or the employee may schedule time off for that number of days at another time.

- 4.4 If jury duty does not require a full workday, the employee is expected to return to work for the remainder of the workday, unless express approval to do otherwise is provided by the supervisor and/or chain of command. The combination of jury duty and work will not amount to more than a normal hours in the workday.

## **5.0 Procedures for Subpoena:**

- 5.1 Employees subpoenaed as witnesses must notify the supervisor as soon as notice is received.
- 5.2 Employees subpoenaed in litigation directly related to their positions as City employees shall be excused from duty and shall receive their regular pay, and subject to normal overtime provisions as applicable.
- 5.3 Non-exempt off-duty personnel who are subpoenaed as witnesses for the City or who are subpoenaed as expert witnesses in any litigation, shall receive regular pay, subject to normal overtime as applicable, or allowed to flex an alternate day off in the same work week or work period.as appropriate.
- 5.4 Employees subpoenaed in litigation not directly related to their positions as City employees shall be excused from duty. However, employees must use vacation leave, personal holiday, or accrued comp time. If the employee does not have such time on the books, the time off will be unpaid.
- 5.5 Employees appearing as an adversary witness in lawsuits in which the City is a party shall not receive wages or compensatory time for the purpose of answering a subpoena or testifying in the court.
- 5.6 An employee's chain of command is expected to verify absences under this policy are properly accounted for in timekeeping procedures.

## **5.0 Appendices:**

None.