

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Jury Duty

PPG NUMBER : 90.2.5.E

PAGE: 1 of 1

DATE OF ISSUE: 12-21-10

APPROVED BY: 

Board Chair

REVIEWED: _____

BY: _____

POLICY: Benefits

Jury Duty.

Upon receipt of notification from the State or Federal courts of an obligation to serve on a jury or to act as a court witness, the employee shall notify his/her supervisor. The employee is required to provide copies of the Subpoena or Jury Summons to his/her supervisor and Payroll. The supervisor will verify the notification and make scheduling adjustments to accommodate the employee's obligation.

Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for these instances. However, time spent—when called to Court to represent the District—is compensated.

Exempt employees must be paid a salary—that is, a guaranteed regular amount for each workweek, regardless of the quality or quantity of work that is performed or the number of hours worked as long as some work is performed during the week.

Under the Fair Labor Standards Act (FLSA), if an exempt employee reports for a full workweek of Jury Duty and does no work for his or her company, the employer is not required to pay the exempt worker for the week. However, if the employee does any work for the company, including checking and responding to work messages, the employee is considered to have worked during the workweek and is entitled to a full week of pay.

Under the FLSA, exempt employees who report for Jury Duty for one or two days during the week or for part of a day but who work the rest of the week must be paid their full salary for the week