

PERSONNEL POLICY 95-1

SUBJECT: Jury Duty

PURPOSE: To establish uniform procedures under which City of Clarksville employees selected for jury duty are compensated.

APPLICABILITY: All City of Clarksville employees.

REFERENCES: Tennessee Codes Annotated (TCA) 22-4-108; Absence from employment;
Amount of compensation.

Sec. 1-1320 Annual Leave

POLICY STATEMENT: The City of Clarksville will comply with the requirements of the subpoena of employees being selected for jury duty. The employees will notify his/her Department Head as soon as possible but no later than 24 hours from the day of summons.

DEFINITIONS:

(a) Usual compensation. The amount of pay an employee would normally receive from the city for work performed.

(b) Jury Duty pay. An amount the Court will pay to an employee who reports for jury duty as summoned. The employee would be paid the daily rate, (currently \$10.00 per day) regardless of the time spent on jury duty, even if not selected as a juror.

(c) Three Hour Policy. Employees must serve at least three (3) hours in order to be excused for the remainder of the work day. Employees shall return to work for normal duty in the event they do not serve as jurors for three (3) hours.

GENERAL:

(a) Upon receiving a summons to report for jury duty, employees shall, within 24 hours, exhibit the summons to their immediate supervisor. Employees shall be excused from work for the day or days required to serve as jurors in any court of the United States or the State of Tennessee, provided the employees jury duty exceeds three (3) hours.

(b) Employees summoned for jury duty who work night shifts or are scheduled to work during hours after court is held, will be excused from work the shift immediately after the first day of jury duty. After the first day of jury duty, when the employee's jury duty exceeds three (3) hours, they will be excused from the next scheduled work period occurring within twenty-four (24) hours of jury service.

(c) Employees will receive their usual pay while serving on jury duty. Part-time employee's usual pay will be based on the amount of pay the employee would have received for work normally scheduled for the time employees served on jury duty. Employee's usual pay will be offset by the amount received for jury duty or witness fees. Employees who choose to keep the jury or witness fees must report those earnings to their immediate supervisor who will cause the employee's usual pay to be offset by those amounts. Employees may choose to endorse to the City the pay received for jury duty or witness fees in which case they will receive their usual pay.

(d) Employees may request to take annual leave while serving on jury duty and in such cases will be entitled to their usual pay and jury or witness fees. Employees must follow normal procedures for requesting annual leave.

OFFICIAL DOCUMENT

APPROVED BY THE CITY COUNCIL: JUNE 1, 1995

EFFECTIVE DATE: JUNE 1, 1995

SAM PODURGAL, HUMAN RESOURCES DIRECTOR