

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2.8

Subject: Jury Duty

Effective Date: July 13, 2007

Approved by: Kyle Hayes | 05/01/2021
City Manager/Date

Chris Catalina | 05/01/2021
Personnel Director/Date

I. PURPOSE

The purpose of this policy is to provide consistent guidelines and information to the departments and its employees regarding jury duty.

II. RULES/PROCEDURES

- A. The employee shall receive his/her regular pay while on jury duty during regularly scheduled work hours.
- B. The time spent on jury duty shall be charged to jury duty leave.
- C. If an employee works an evening shift, he/she shall receive jury duty leave for time spent on jury duty. He/she shall also be allowed to be off work the amount of time spent on jury duty on the day the jury duty time is served.
- D. Each employee must inform his/her supervisor of his/her interim selection for jury duty as soon as he/she is made aware of this selection.
- E. Each employee shall complete the "Jury Service Information" and return it to his/her supervisor at the end of the jury duty period. The time reported and excused must be approved via signature by the court clerk (See Attachment A).
- F. The employee shall return to work when released, in between sessions, if not chosen, or if the session ends early.
- G. Employees subpoenaed by any federal, state, or local entity to appear in court as a witness shall have their grand juror time charged to City Business. This includes service as a federal grand juror.

JURY SERVICE INFORMATION

Employee Name: _____
(PLEASE PRINT)

Dates of Service	Time Reported	Time Excused	Court Clerk Signature	Chosen for Jury/Panel	Type of Court*
Monday	am pm	am pm		Yes No	
Tuesday	am pm	am pm		Yes No	
Wednesday	am pm	am pm		Yes No	
Thursday	am pm	am pm		Yes No	
Friday	am pm	am pm		Yes No	

**Justice, District, County, Federal*

The above is a true and correct statement of my jury service.

Employee Signature

Supervisor Signature

This form must be completed in ink and approved by the Court Clerk. Upon completion of jury service and the requested information, this form must be presented to your supervisor immediately upon your return to work.