

Policy Manual
Jury Duty Benefit
City of Weiser, Idaho



Jury Duty Benefit

The City of Weiser recognizes the importance of civic duty and encourages employees to fulfill their responsibilities as jurors. In support of this commitment, the City has established a Jury Duty Benefit Policy to ensure that employees are not financially burdened when serving on a jury.

The use of "employee" in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

Purpose of Jury Duty Benefit

To allow employees to perform their duty as a juror and provide financial support to employees serving on a jury by paying them their regular salary during the period of jury duty.

- A. Eligibility:** All full-time and part-time employees of City are eligible for the Jury Duty Benefit Policy.
- B. Benefit Payment:** Employees serving on a jury will receive their regular pay from the City for the duration of their jury duty equivalent to the number of hours they would have worked.
- C. Jury Duty Pay Donation:** When an employee takes their regular pay for the duration of the jury duty assignment, employees are required to donate their jury duty pay voucher to the City's general fund.
- D. Notifying Supervisor and Human Resources Representative/City Clerk:** Employees must notify their Supervisor as soon as they receive a jury duty summons and provide a copy of the jury duty summons to the HR Representative/City Clerk.
- E. Proof of Attendance:** Employees may be required to show proof of attendance by providing the check in / check out form from the County to the Human Resources Representative/City Clerk.
- F. Policy Subject to Laws & Regulations:** All benefits provided under this policy are subject to applicable laws and regulations.