



# Jury Duty Policy

Effective Date: November 2020

<b>Owner</b>	Board of Commissioners (BOC)
<b>Reviewer(s)</b>	Human Resources
<b>Approver(s)</b>	Board of Commissioners (BOC)
<b>Related Policies</b>	Timekeeping Policy
<b>Related Standards</b>	N/A
<b>Storage Location</b>	iCobb
<b>Last Review Date</b>	November 2020
<b>Next Review Date</b>	November 2022
<b>Review Cycle</b>	Every 2 years

## 1. PURPOSE

To provide regulations concerning leave by county employees for jury duty.

## 2. SCOPE

This policy applies to all full-time Employees. If you have questions regarding this policy, contact the Human Resources Department.

## 3. POLICY

An employee serving in a full-time position shall be entitled to leave of absence from duties, without loss of pay or time, with the exception of fees received for serving as a juror, and without effect on his service rating, on all days during which he shall be subpoenaed to serve as a juror. Jury duty pay shall not be authorized for non-jury civil or criminal court subpoenas or court appearances. Employees who appear in court as a part of their official duties should record the time as "worked".

- A. Employees must provide notification and a copy of the subpoena or notice to their supervisor as soon as possible.
- B. Prior to receiving jury duty pay, an employee must provide a certification of attendance or jury summons from the court for hours during the employee's normal work shift along with any appearance fee received to the Cobb County Human Resources Department.
- C. Expenses incurred as a result of the service appearance, such as parking fees, may be deducted from any appearance fee turned over to the Cobb County Human Resources Department if a receipt for the expense is provided.

## 4. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the Board of Commissioners.

## 5. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.



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## REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	08-1965		Adoption
	05-2005		Revision
	10-2015		Revision
v.1.0-2020	11-2020	Human Resources	Reformat