

Jury Duty Policy

Effective Date: Adopted 8/65 Rev. 05/05, 10/15

§-I. PURPOSE To provide regulations concerning leave by county employees for Jury duty.

§-II. SCOPE All Full-Time Employees.

§-III. 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".

§-IV. PROCEDURES

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.