



Colton-Redlands-Yucaipa Regional Occupational Program

MEMORANDUM – JURY DUTY PROCEDURES

TO: All CRY-ROP Employees
FROM: Laura Koger, Coordinator of Personnel Services
DATE: January 1, 2015
SUBJECT: **JURY DUTY PROCEDURES**

This memorandum is to remind you of CRY-ROP's Jury Duty procedures. Full-time and part-time personnel will be granted leave with pay for court appearances as a juror or witness. Such leave shall not be charged to any employee leave entitlements.

Procedures are as follows:

1. Notices, summons, and subpoenas for court appearances shall be submitted to CRY-ROP's Human Resources office when requests for leave are made.
2. If you **are selected** to report for jury duty, please login to you Aesop account and input your absence request, and inform Human Resources per e-mail or phone call that you will be out on Jury Duty the day/evening prior to your scheduled court appearance. Information pertaining to your scheduled court appearance and date of absence should be stated on bottom left hand side of your Absence Request in "Notes to Administrator" on Aesop.
3. Eight (8) hour employees who report and are released prior to noon shall return to work for the remaining four (4) hours of their day. Work hours for all eight (8) hour employees shall be adjusted on this day to begin at 8:00 a.m. If an employee is released prior to noon, the remaining work schedule shall be mutually agreed to by the employee and his/her immediate supervisor.
4. For employees who work less than eight (8) hours, if the jury service is more than fifty percent (50%) of their work hours, they are not required to return to work for the remainder of the day.
5. After the first day of jury service, should an employee be required to return or be empanelled on a jury, the hours spent in jury service shall constitute the working day. For any days court is not in session, the employee shall return to work.
6. An employee who is required to call the courts before noon for an afternoon appearance shall report for work. If required to appear, the employee is excused from work providing enough time to have lunch, travel and report on time to the court. The Superintendent or designee may give pre-approval not to report for work if travel considerations are burdensome.
7. Upon completion of jury duty, please submit all court related documentation to Human Resources.
8. Any payment received for court appearance(s) (minus mileage reimbursement) is to be submitted to the Business Department.
9. If you **are not selected** to report for jury duty, please contact Human Resources and cancel your absence request on Aesop as soon as you are aware to allow time to notify the substitute.

Legal References: Education Code

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| 44036 | Leaves of absence for judicial and official appearances |
| 44037 | Unlawful to encourage exemption from jury duty |
| 44963 | Power to grant leaves of absence (certificated personnel) |
| 44987 | Leaves to serve on specified boards, commissions, etc. |
| 45198 | Effect of provisions authorizing leaves of absence (classified personnel) |

HR/Aesop/juryduty
Revised 1/1/15 lk