

HUMAN RESOURCES MEMORANDUM

SUBJECT: JURY DUTY PROCEDURES	NUMBER: HR 10-004
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DISTRIBUTION: MANAGERS AND SUPERVISORS, PERSONNEL LIAISONS; ATTENDANCE CLERKS	EXPIRES: Until superseded

Introduction Per the State Administrative Manual Section 8594, an employee can serve on a jury for any court. Employees who perform Jury Duty will receive their regular salaries.

Purpose The purpose of this Human Resource Memorandum (HR Memo) is to remind staff of the procedures for processing Jury Duty fees to the Office of Fiscal Services.

Jury Duty payments for service January 1, 2007, AB1102 changed Civil Code of Procedure, Section 215 that governs payments for jury service. The change now prevents the Superior court from paying jury fees to government employees as long as they are receiving compensation from their employer. If the juror is employed by a state or local government agency, they are instructed to fill out a Government Waiver Form that will stop the jury payment. Once this form is filled out, they are instructed to return one slip to the jury staff and keep the pink carbon copy for their employer.

**Note: The legislation did not affect payments for mileage. Jurors will still be paid \$0.34 per mile unless that fee is waived.*

**Jury Duty
Fee
procedures**

If an employee comes to you with jury duty payments for serving on a jury, and who has received regular wages for that period, you must submit them to the Office of Fiscal Services. Follow the procedures below to submit the payment:

Responsibility	Action
Employee/Juror	Submit to your attendance clerk the following items: 1. A copy of subpoena to appear for jury duty 2. Your daily stamped slips from the Jury Commissioners' Office 3. An "approved" copy of your PAL timesheet that shows the days taken for Jury Duty. 4. A personal check or money order for the amount of Jury Duty Fee(s) received from the court. Keep any money paid to you by the Court for Travel Expenses.
Attendance Clerk	1. Upon receiving necessary documents and payment for Jury Duty, verify all documents are present. 2. Do not accept a check containing the Court payment for Travel Expenses. 3. Enter the payroll Agency and Unit Code on the employee's PAL Timesheet. 4. Mail or deliver the package to the following address: Department of General Services Office of Fiscal Services Attention: Receivable Unit 707 3 rd Street 10 th Floor West Sacramento, CA 95605
Personnel Specialist	If you receive the package in error, please forward it to OFS, 10 th Floor attention Receivable Unit.

Questions

If you have any questions, please contact your Personnel Specialist.

/s/

Louise Norton, Manager
Personnel Transactions Unit
LN/kts