

JURY DUTY

REFERENCES	SECTIONS
Human Resources Policy Memorandum http://www.dgs.ca.gov/ohr/Home/HRPolicyMemos.aspx	HR 10-004
Law & Regulation http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml http://weblinks.westlaw.com/result/default.aspx?cite=2CAADCS599%2E672&db=1000937&findtype=L&fn=%5Ftop&pb=DA010192&rt=CLID%5FFQRLT50715262017154&rp=%2FSearch%2Fdefault%2Ewl&rs=WEBL13%2E04&service=Find&spa=CCR%2D1000&sr=TC&vr=2%2E0 http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml	GC: 19991.3 CCR Rule: 599.672 Code of Civil Procedure Section 215
Memorandum of Understanding (MOU) http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	Refer to Employee's MOU
Responsible Control Agency and Program – Cal HR: http://www.calhr.ca.gov/Pages/home.aspx	
State Administrative Manual (SAM) http://sam.dgs.ca.gov/home.aspx	8594
SPB/DPA Policy Memos http://www.calhr.ca.gov/state-hr-professionals/Pages/policy-memos.aspx	PML: 2005-014

Jury Duty

Introduction Jury Duty is a citizen's civic responsibility and is subject to collective bargaining. Refer to the employee's appropriate bargaining unit agreement for additional information.

Work schedules while on Jury Duty Supervisors must temporarily adjust an employee's work schedule, if other than Monday through Friday, 8 a.m. to 5 p.m., until the employee is released from Jury Duty. Supervisors must provide a day shift work situation if the employee is not on Jury Duty for the full day. Employees will not lose shift differentials while serving Jury Duty.

Jury Duty fees California courts instruct government employee jurors to complete a Fee Waiver form if they receive their regular compensation while serving Jury Duty. State employees receiving their regular salary while serving Jury Duty are ineligible to receive court fees. However, they may receive mileage or meal reimbursement fees.

Procedures	Responsibility	Action
	Employee	Provide the following to your Attendance Clerk: <ul style="list-style-type: none"> • A copy of the notice to appear for jury duty • Daily attendance slips from the Jury Commissioners' Office If fees were received for other than mileage or meals, also submit: <ul style="list-style-type: none"> • An "approved" copy of your PAL timesheet reflecting the time used for Jury Duty, and • A personal check or money order for Jury Duty fees less travel or meal expenses Post the time served under the alias "J", for jury, on your Project and Accounting Leave (PAL) timesheet.

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Jury Duty

Procedures (continued)

Attendance Clerk	If fees were received for other than mileage or meals: <ul style="list-style-type: none">• Collect documents from the employee/juror;• Reject checks for travel expenses;• Enter the employee's Agency and Unit Code on the PAL timesheet copy; and• Forward the package to the following address: Department of General Services Office of Fiscal Services Attention: Receivables Unit 707 3rd Street 10th Floor West Sacramento, CA 95605
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Questions

Contact the Office of Human Resources' Personnel Transactions Unit at 916-376-5400.
