



CITY OF KINSTON

Personnel Policy

Subject: Jury Duty	Section: Human Resources	Review Responsibility: Director of Human Resources		
	Policy #: 14	Effective Date: 7/01/2021	Rev. #: 0	Revision Date: N/A
	Supersedes: N/A	Prepared By: Lea Mills <i>Lea Mills</i>		Approved By: Tony Sears <i>Tony Sears</i>

1.0 Purpose

The City of Kinston supports employee participation as citizens in the exercise of their responsibilities to serve on a jury when summoned. All employees are allowed time off to serve on jury duty. Although not required to, the City further demonstrates its support by granting paid time to full-time employees who are required to report for jury duty.

2.0 Organizations Affected

2.1 All full-time City employees working in all departments

3.0 Policy

- 3.1 Employees summoned to report for jury duty will be allowed time off to serve.
- 3.2 A full-time employee summoned for jury duty will be granted leave with pay for the duration of the period for which called, unless released earlier, without charge against annual leave.
- 3.3 A full-time employee will be granted leave with pay for jury duty only when he/she is required to serve on a regularly scheduled work day. An employee will not be compensated for jury duty when he/she is required to serve on any nonscheduled work day.
- 3.4 Employees granted leave for jury duty must normally return to work when released from jury duty subject to department discretion. If the eligible employee wants the remainder of the day off, with permission of the supervisor, the employee may take paid time-off for the remainder of the day. When serving on jury duty a second shift employee shall not be required to work on the day that jury duty occurs. A third shift employee shall not be required to work the shift that begins on the day prior to the day that jury duty occurs. Public Safety Departments will abide by their departments directive.
- 3.5 The employee called to jury duty must present the compensation check they receive from the court system to their supervisor or department head as proof of days served. A copy will be sent to the Human Resources office for the

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employees personnel file. The employee may retain the courts compensation check.

4.0 Procedures

- 4.1 Upon notification by the court of jury duty, the employee should inform his/her supervisor/manager and make arrangements for the time off. The employee will provide a copy of the jury summons.
- 4.2 After the jury duty has been served, on the first day back to work, the employee will notify his/her supervisor/manager of the actual work hours absent.
- 4.3 The supervisor is responsible for ensuring the appropriate hours are documented and the compensation is sent to finance.