


Category:	Compensation and Benefits	INCA Community Services Personnel Policy 
Sub Category:	Leave Policies	
Effective Date:	1978	
Revised Date:	2011, 6/26/17	
Forms:		
Responsible: Employee		

Court and Jury Duty Policy

Purpose/Introduction

Authorized for all categories of employees who in obedience to a subpoena or direction by proper authority, appears as a witness or a jury member for the Federal Government, the State of Oklahoma, or a political subdivision thereof or this Agency. When an employee is subpoenaed by private litigation by some party other than those outlined above or due to the employee's own personal conduct, the time absent shall be taken as vacation leave or leave without pay.

Policy

INCA Community Services, Inc believes it is the duty of the citizens to perform jury duty or to serve as a witness for the court system. Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her supervisor. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and to the payroll department.

The supervisor will verify the notification by making a copy of the summoning letter and make scheduling adjustments to accommodate the employee's obligation. The supervisor will also provide court documentation to payroll for documentation.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

Jury Duty

- Employees required to serve on jury duty will receive compensation from the Agency for each day of jury duty equal to eight hour pay at their regular straight time rate, or such lesser amount if the employee would not have otherwise worked an eight-hour day for a period of not more than 40 hours.
- In order to be eligible for regular pay, employees required to serve on jury duty will give to the Agency any pay received from the governmental entity requiring his/her attendance.
- Specific reimbursements for mileage, parking fees and meals may be retained by the employee.
- Employees who are released from jury duty at least two hours before the end of their work shift will immediately report to work. Failure to so report will relieve the Agency of any duty to pay that employee for that days jury duty.

- Employees have the option to use Annual Leave and keep any compensation from the governmental entity requiring his/her attendance unless there is no Annual Leave to be used or if they are disallowed from utilizing leave during the probation period.

Witness Pay

- Any employee who is subpoenaed, or required by proper authority, to appear as a witness to testify on behalf of the Federal Government, the State of Oklahoma, or this Agency, will be entitled to a maximum of eight hours pay at his/her regular straight time rate for all hours in which the employee was actually required to be absent from work pursuant to the subpoena or direction by proper authority for a period of not more than 40 hours.
- Any witness fee received from the government unit requiring the employee's attendance will be turned over to the Agency.
- Specific reimbursements for mileage, parking fees and meals may be retained by the employee.
- Employees who are released from court at least two hours before the end of their work shift will immediately report to work. Failure to so report will relieve the Agency of any duty to pay that employee for that day's witness pay.
- Employees have the option to use Annual Leave and keep any compensation from the governmental entity requiring his/her attendance unless there is no Annual Leave to be used or if they are disallowed from utilizing leave during the probation period.

Eligibility

Eligible employees must be Full-time/Full Benefit. Benefits are determined by the availability of funding.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.