

520.9

JURY DUTY

Employees will be allowed to serve on jury duty as requested by the municipality. However, the employee will not receive additional pay for this duty. The employee will receive their daily pay from the Agency and return to the Agency any compensation which they receive for jury duty. All jury duty leave must be requested by the employee prior to taking such leave. The request must be made to their supervisor and to the Administrator.

Tentative Approval: October 1, 2003

FINAL APPROVAL: November 5, 2003