



**POLICIES AND PROCEDURES MANUAL**

SUBJECT Jury Duty	DEPARTMENT Human Resources		DEPARTMENT IDENTIFICATION 1400	
	SECTION 1417	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE <a href="#">12/18/12 TBD</a>

**1.0 PURPOSE:**

To describe the policies and procedures of the City of West Allis when City employees are called for jury duty.

**2.0 ORGANIZATIONS AND PERSONS AFFECTED:**

This policy applies to all City of West Allis departments, boards, commissions, officers and employees except elected officials and protective service employees, unless otherwise included by City Ordinance or Policy and Procedure.

**3.0 POLICY:**

The City of West Allis will cooperate fully with local, state, and federal courts in allowing its employees to serve on juries and to allow certain eligible employees to do so without loss of their regular, straight time wages.

**4.0 REFERENCES:**

[Civil Service Commission Rules and Regulations, Rule XVII.](#)  
City of West Allis Revised Municipal Code, Section 2.76(24)

**5.0 PROCEDURES:**

- (1) Leave of absence for jury duty will be granted to City employees. An employee who receives notice of jury duty must notify his or her supervisor as soon as possible so that any necessary workplace arrangements may be made.
- (2) Eligibility for Jury Duty Pay. An employee holding a budgeted position of 0.5 FTE (full time equivalent) or greater shall be eligible for paid jury duty upon date of hire (i.e. seasonal, provisional and temporary employees are not eligible for City jury duty pay). An eligible employee will receive his or her regular, straight time wage for serving on jury duty provided that payment received for jury duty, less any travel allowance, is turned in to the [City Treasurer's Office Finance Department](#).
- (3) An employee who works second or third shift and who serves a full day of jury duty shall not report for work either the night before jury duty or the night after jury duty (one or the other); said time to be determined in advance by the employee's supervisor.
- (4) An employee on jury duty shall work his or her scheduled hours when not required to physically report for jury duty, when not assigned to a case, when the jury is not convened, etc.
- (5) An employee shall call his or her supervisor when he or she is released early from jury duty and the supervisor will determine whether the employee should report to work for the remainder of his or her shift, or, in the case of a second or third shift employee, for his or her entire next shift. If a second or third shift employee is able to work his or her normal shift (i.e. does not miss work because of jury duty), he or she shall keep the partial day of jury pay.
- (6) No overtime hours shall be incurred as a result of an employee's jury duty service. Hours served on jury duty shall not count as hours worked for the City for overtime pay purposes (e.g. if an employee serves eight hours on jury duty and then works for the City later in the day on an emergency callback, the employee may receive any applicable premium pay for the callback but shall otherwise be paid at straight time for those hours worked).