



COUNTY OF GILLESPIE



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DATE: February 22, 2016

TO: All Gillespie County Officials and Staff

REFERENCE: Amendments to County Personnel Manual

During the Commissioners Court of February 22, 2016, the Court considered ...

- Item #20
Consider approval of amendments to Personnel Manual concerning absence from work related to jury duty or other court appearance.

The Court approved the amendments (see attachment) ...

- Section 9.05 Citizenship Leave,
to be replaced with
- Section 9.05 Jury Duty and Court Appearance Leave

Should you have any questions/comments please contact this office or a member of the Commissioners Court.

9.05 CITIZENSHIP LEAVE

Comment [LL1]: Policy replaced

~~GENERAL STATEMENT: Full time employees shall be granted citizenship leave with pay for jury duty or for serving as a subpoenaed witness in an official proceeding. Employees shall promptly advise their department head of notification.~~

~~JURY DUTY: Eligible County employees who are called for jury duty shall receive their regular rate of pay for the period they are called for jury duty, which includes both the jury selection process, and, if selected, the time they actually serve on the jury. Jury pay does not include travel time or meal time.~~

~~Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.~~

~~The employee may keep any fees paid by Gillespie County for jury service.~~

~~OFFICIAL COURT ATTENDANCE: Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the County shall be entitled to leave with pay for such period as his/her court attendance may require.~~

~~LITIGATION: If an employee is absent from work to appear in private litigation in which he/she is a principal party, the time shall be charged to vacation, other eligible paid leave, or leave without pay.~~

~~OVERTIME CALCULATION: Use of citizenship leave shall not count towards overtime.~~

9.05 JURY DUTY AND COURT APPEARANCE LEAVE

Comment [LL2]: Policy as approved ...
Commissioners Court of 2016.02.22, Item #20

GENERAL STATEMENT: Full time employees shall be granted leave with pay for jury duty (federal, state, district, county, or municipal) or for serving as a subpoenaed witness in an official proceeding on behalf of Gillespie County.

JURY DUTY: Eligible County employees who are called for jury duty shall receive their regular rate of pay for the period they are called for jury duty, which includes both the jury selection process, and, if selected, the time they actually serve on the jury. Jury pay does not include travel or meal time(s).

Pay for serving on a jury shall only include the time the employee would have normally been scheduled to work and will not include extra pay if jury service involves time outside the employee's normal work schedule.

The employee may keep any fees paid for jury service or for additional expenses incurred.

OFFICIAL COURT APPEARANCE ON BEHALF OF THE COUNTY: Employees who are subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of Gillespie County should contact the County Attorney's Office. Such employee shall be entitled to leave with pay for such period as his/her court appearance may require.

OTHER COURT APPEARANCE: If an employee is absent from work to appear in private litigation, the time shall be charged to accrued vacation, other eligible paid leave, or leave without pay if no applicable leave available.

REQUIRED DOCUMENTATION: The employee shall promptly notify his/her department head when a jury summons or subpoena has been received and shall furnish the department head a copy of the subpoena, summons, and release documents for verification.

OVERTIME CALCULATION: Use of jury duty or court appearance leave shall not count towards overtime.