



## **JURY DUTY POLICY**

*For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.*

### **Purpose:**

To provide employees with appropriate guidelines regarding leaves of absence for Jury Duty.

### **Policy:**

The City recognizes that employees have an obligation to serve on Jury Duty. Employees who serve on a jury, or who are subpoenaed to appear as a witness before a court or administrative tribunal, shall be paid the difference between the jury or witness duty fees and their regular earnings. Employees shall immediately return to their jobs when released from jury or witness duties and complete the scheduled workday. Employees shall not be entitled to overtime or shift differential under this provision.

### **Procedures:**

1. Evidence of jury duty or witness duty must be presented to the employee's supervisor.
2. Employees should continue to report for work on those days or parts of days when excused from jury or witness duty or whenever time spent on jury or witness duty does not match the time regularly scheduled for work.
3. All employee benefit accruals and other benefits will continue while the employee is on jury or witness duty leave. The employee will be required to continue payment of any required contributions for employee benefits during the jury or witness duty leave.
4. Employees on jury or witness duty will receive their normal paycheck. The check received by the employee for the jury or witness duty service needs to be signed over and turned in to the Finance Office.

Adopted by the McMillan Memorial Library Board of Trustees, April 17, 2024.