

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT:
	NUMBER:	REVISIONS:	EFFECTIVE DATE:
	LVE 6.0	1	8/07/2017
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:	
	9/19/2011	A. Max Bacon, Mayor Date City Administrator	

PURPOSE: To enable employees to fulfill their duties as citizens in compliance with Georgia Code §34-1-3.

STATEMENT OF POLICY

Any regular or working-test employee who is required to serve on a jury, or, as a result of official City of Smyrna duties, is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with normal pay.

Note: City Police Officers who are summoned to attend judicial proceedings on official City business fall under the standard operating procedures as established by the Smyrna Police Department.

A regular or working-test employee who receives notice of jury duty or City-related witness service must notify his or her immediate supervisor and/or department head immediately upon receipt of such notice in order that arrangements may be made to ensure adequate coverage during his or her absence. The employee must bring the summons notice to his or her immediate supervisor and/or department head on the first working day after receiving the notice.

Time away on approved jury duty or official court leave (i.e., as a result of the employee's official City of Smyrna duties) will not affect an employee's annual or sick leave accruals.

A working-test employee will have his or her working-test period extended by the same number of days as required for serving on jury duty, if more than one week of jury duty is required.

Return to Work - The employee is expected to return to work after jury duty if not more than half of the employee's regularly scheduled work hours or shift have elapsed. If excused as a juror before half of his or her normal work hours or shift has elapsed, the employee must contact his or her supervisor and report to work as instructed.

Compensation - Employees may keep any compensation received by the court system for jury duty.

Other Court Appearances - An employee who appears in court as the plaintiff, defendant, or a subpoenaed witness in any action not related to his or her official City duties shall be required to take accrued leave. (i.e., annual leave, holiday leave, or compensatory to time).