


CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 95
SECTION Personnel		DESCRIPTION Jury Duty	
WRITTEN BY Jackalyn Anderson, M.B.A. QI Coordinator/HR Liaison	REVISED BY Lisa Ruddy, CHES QI Coordinator	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) employees will not lose pay while on jury duty; conversely, the employee may not be paid double for the hours spent on jury duty, i.e., an employee may not receive both their normal pay plus the jury duty fee.

PROCEDURES:

- A. Any employee called for jury duty will notify their supervisor immediately of the dates and times they will be required to report for jury duty.
- B. The employee serving on jury duty will indicate the time spent on jury duty along with the time worked on their time sheet.
- C. The employee is responsible to notify the county of any jury duty payment received and provide a copy of the jury duty pay stub to the payroll office so that the amount double paid can be deducted from a future check.
- D. If the employee chooses, they could use available vacation time (in half day increments only), personal leave time, or compensatory time for jury duty. In that

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case, the employee would receive both the vacation, personal or compensatory pay plus the jury fee.

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This policy supersedes
#04/10009 dated 04/09/2010.
