

POLICY # N4-6.1

**JURY DUTY
NON-UNION EMPLOYEES**

If an employee is called for jury duty, he/she shall be paid the difference between compensation for serving on jury duty and his/her regular (base) pay. Employees serving on jury duty should make every reasonable attempt to report for work on the days on which they serve. Proof of actual service of jury duty must be presented to the supervisory authority in order for this compensation to be paid.

Personnel Board Approved: September 5, 2000