

CRAWFORD COUNTY LIBRARY Policy Manual

Policy No. 218

Subject: Jury Duty and Subpoenas

1. Time will be made available for employees to serve on jury duty.
2. Written notice will be given to the employee's supervisor (Library Director for Staff, Board of Trustees for Library Director), as soon as possible prior to the beginning of the leave so that staffing requirements can be maintained.
3. Salaried and full-time hourly employees will receive pay for the duration of the duty. Upon receipt of pay from the county, they will turn the check or monies over to the library for return to the Court or County Treasurer.
4. Part-time hourly employees are to make arrangements with the supervisor to reschedule the employee's work periods.
5. Time off for jury duty will not be charged against any vacation or sick leave time.
6. An employee who is subpoenaed shall be released from regular duties without loss of salary or hourly wage to appear in court as a witness in any case connected with the employee's employment or in cases where the Library is involved. Notwithstanding the above, paid released time shall not be granted for court appearances which are not connected with the employee's employment or in which the Library is not involved, or where the employee is one of the defendants except in a library connected case in which the employee is acquitted.

ADOPTED: May 8, 2001
REVIEWED: November 9, 2006, April 9, 2015
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