

Subject:		Issued By:	
JURY DUTY		HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #:	Issue Date:	Revised Date:	Effective Date:
515	August 1, 2005	July 8, 2008	July 8, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy #515 as well as HRA's Staff Member Handbook dated 9-2004: Section #4a on page 17, original HRA Jury Duty Policy dated 11-7-1975, further updated as of 8-1-2005, and USC Jury Duty Policy dated 7-1-2005 located here:

<http://policies.usc.edu/policies/leaves/juryduty070105.pdf>

PURPOSE

To govern jury duty service by HRA Staff Members.

POLICY & PROCEDURES

1. **HRA SUPPORTS STAFF MEMBERS IN FULFILLING THEIR CIVIC DUTIES:** HRA shall support the obligation of all Staff Members to fulfill their civic responsibilities by serving as jurors when required;
2. **STAFF MEMBERS MUST PROMPTLY NOTIFY THEIR SUPERVISOR:** Upon receipt of a proposed jury questionnaire, a Staff Member should promptly notify their Supervisor. Staff Members are solely responsible for keeping their Supervisors informed regarding their jury duty status. On those days when a Staff Member serves less than a full day of jury duty, their Supervisor will determine whether or not they should report back to work;
3. **SUPERVISORS MAY ASK STAFF MEMBERS TO POSTPONE JURY DUTY:** A Supervisor may ask the Staff Member to request that the Court postpone jury duty to a more convenient time for HRA based upon business necessities. Requests for postponement or exemption from jury duty should be made by the Staff Member directly to the Court. The granting of such requests is solely within the Court's jurisdiction. Staff Members should follow the specific directives of the Court as Municipal, Superior and Federal Court procedures vary;
4. **FULL-TIME STAFF MEMBERS RECEIVE 10 DAYS AT FULL PAY:** All full-time, non-exempt Staff Members will receive 100% of their salary – up to a maximum of 10 days – while completing jury duty service. Exempt Staff Members will be paid in accordance with applicable laws. Court payments to jurors will be in addition to a Staff Member's regular wages, and will not result in a corresponding decrease to a Staff Member's pay during the period in question. A Staff Member serving on a jury where the trial extends for more than 10 days will be excused from work until the trial is completed;

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5. **STAFF MEMBERS MUST REPORT TO WORK WHILE ON CALL;** Staff Members are expected to report to work on those days that they are on call for jury duty;
6. **PROOF OF FULFILLMENT MUST BE DELIVERED TO HUMAN RESOURCES;** Staff Members must furnish HRA’s Human Resources Department with documentation from the Court as proof of fulfillment of their jury duty service. If proof is not provided, the time absent will be charged against accrued vacation leave or as leave without pay and the Staff Member may be subject to disciplinary action.

RESPONSIBILITY

Human Resources
Supervisors
Staff Members

REFERENCES

Los Angeles County Code 6.20.080.D & 6.20.090.C
DHS Policy# 756.3