

COURT/JURY DUTY

An employee, including a temporary employee, who is **required to appear** in court as a juror for their residing county will be paid their regular pay, provided the employee reimburses the City any fees minus mileage and parking expenses that the employee receives from the court.

An employee, including a temporary employee, who is **required to appear** in court as a witness for the City will be paid their regular pay, provided the employee reimburses the City any fees minus mileage and parking expenses that the employee receives from the court.

If an employee is required to appear in court while they are using vacation time, the employee may continue to use vacation time, appear in court, and keep any fees that the court might pay them.

If the employee is scheduled to work a shift other than a daytime shift:

[\(Click here to go to Salary Rates & Compensation, go to Section I.F.\)](#)

An employee will receive their normal pay for the number of hours they would have worked had they not been on court/jury duty. For example, if a part-time employee is scheduled to work 6 hours, they would be paid for 6 hours each day that they are required to appear in court.

Trades employees **without City benefits** that serve on court/jury duty must request court/jury duty reimbursement from their union. Trades employees are not paid their normal pay for the time they serve on court/jury duty. Refer the employee to their union.

Trades employees **with City benefits** are reimbursed for court/jury duty through the City. These trade employees are paid their normal pay for the time served on court/jury duty provided they reimburse the City any court fees minus parking and mileage they receive.

The employee should inform their payroll person whenever they are summoned for court/jury duty. Court/jury duty is recorded on the employee's time sheet.

If an employee is released from court/jury duty early on any day that they are to appear: [\(Click Here to Go to Salary Rates & Compensation: Go to Section I.F.\)](#)

Payroll personnel are responsible for collecting jury duty fees from the employee and giving the fees to the proper person in their department to deposit the fees.

Procedure for Payment of Court Duty:

- Employee makes a copy of the court duty check once they receive it.
- The employee cashes the check.
- The employee reimburses the City by writing a personal check made out to "City of St. Paul" or by paying cash. (Reminder: the employee keeps the amount paid to them for mileage and parking.)
- Follow your department's accounting procedures for depositing the money received from the employee.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

The payroll person in your department

or

Human Resources
(651) 266-6500