

City of Saint Paul
Jury Duty Policy
Revised: May 22, 2017

An employee, including a temporary employee, who has been summoned to appear for jury duty for their residing county will be paid their regular pay, provided the employee reimburses the City the per diem fees that the employee receives from the court. Mileage and parking expenses can be retained by employee.

If an employee is required to serve on jury duty while they are using vacation time, the employee may continue to use vacation time, and keep the per diem fees.

If the employee is scheduled to work a shift other than a daytime shift, the employee must notify their supervisor as soon as possible to give the department ample time to cover the employee's shifts.

An employee will receive their normal pay for the number of hours they would have worked had they not been on 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 serve on jury duty.

Trades employees without City benefits that serve on jury duty must request jury duty reimbursement from their union. Trades employees are not paid their normal pay for the time they serve on jury duty. (One Trades exception: employees in the Painters union are eligible for regular pay from the City.)

The employee should inform their payroll specialist whenever they are summoned for jury duty. Jury duty must be recorded on the employee's timecard.

If an employee is released from jury duty on any day or part of the day that they are to serve, they should notify their supervisor and if time allows, make every effort to return to work.

Employees are responsible to follow the procedure listed below to receive payment for jury duty. If the employee does not follow this procedure, they will not be paid for jury duty.

Procedure for Payment of Jury Duty:

- The employee must make a copy of the jury duty check as soon as they receive it and send the copy to HR/Payroll.
- The employee cashes the check.
- The employee reimburses the City the per diem amount 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.)

If you have any further questions regarding this policy, please contact:

Human Resources
(651) 266-6500