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POLICY

All full time employees who are required to serve on jury duty during working hours may be paid their regular salary, but must turn any jury duty pay received into payroll to receive full pay. If the employee serves on a jury on a non-working day, normal day off, or chooses to take annual leave, the employee may retain the jury duty pay and his/her pay from Employer. Travel allowances and other expenses shall not be compensated by Employer/Kaw Nation. Jury Duty pay will cover only the hours the employee would have been scheduled to work. The hourly employee is expected to report to work for the remainder of his/her shift if the jury duty does not require the employee to be absent for more than one-half of his/her shift or if the employee is dismissed/released from jury duty. The employee is to report for work on any regular scheduled workday on which he/she is not scheduled to serve as a juror during such period. The employee must obtain a written statement from the court that shows the days the employee served as a juror. Temporary and part-time employees are provided authorized leave of absence without pay while on jury duty. Jury duty hours will not be considered as hours worked when computing weekly overtime.

When an employee receives a subpoena about any work related matter, the employee will immediately provide a copy of the subpoena to their supervisor, along with any other necessary information. The supervisor will immediately notify the Administrative Services Director (ASD) and forward all information to them. In the absence of the ASD all information will be forwarded to the Human Resource Director (HRD).

At no time will any employee directly contact the attorney who issued the subpoena, or any other officer of the court. The ASD will follow-up with Kaw Nation legal counsel or the Attorney General (as appropriate), and the Chair to determine what course of action should be followed.