

KANSAS ADJUTANT GENERAL'S DEPARTMENT

MEMORANDUM FOR ALL STATE EMPLOYEES

FROM: TAG-SHRO

SUBJECT: Court Appearance and Jury Duty Leave
TAG Policy No. 034-017

EFFECTIVE DATE: April 1, 2018

POLICY STATEMENT: The Adjutant General's Department shall support employee participation when selected to report for Jury Duty or required to appear in a court of law on behalf of the Agency or the State of Kansas.

PROCESS GUIDELINES:

Jury Duty and Court Appearances

Benefits eligible employees shall be granted jury duty leave with pay for the following:

- Jury Duty
- To comply with a subpoena as a witness before the Civil Service Board, Kansas Human Rights Commission, the US Equal Employment Opportunity Commission, or a court of law.

Employees shall provide a copy of the subpoena or summons to jury duty to their supervisor upon receipt.

Employees in a benefits eligible position who are called to report and are appointed to serve on a Jury shall receive their regular rate of pay while serving Jury duty. Employees must report for work when they are 'on call' for jury duty, but not required in court. Supervisors may request verification from the Court of the actual days an employee was required in court.

Employees shall **not** be entitled to paid leave **when called as a witness on the employee's own behalf or when the employee is a party in the action.** When an employee is called as a witness on the employee's own behalf, or as a party to the hearing, the employee may request the use of annual leave or compensatory time.

Employees may retain any travel expense allowances they receive for travel to and from the place of the required appearance on behalf of the Agency or the State in their private vehicle.

When an employee travels in a state vehicle for a required appearance before a court, legislative commit, or other public body on behalf of the Agency or State, the employee shall turn over to the Agency any mileage or travel allowance received.

Each employee granted leave for an Agency or State required court appearance who receives pay or fees shall turn over to the State the pay or fees in excess of \$50.00.

Fees paid for jury duty, regardless of the amount, may be retained by the employee.

Responsibilities

Employees are responsible for notifying their immediate supervisor upon receipt of a Summons to Report for Jury Duty and to provide a copy of the summons to the Supervisor.

Employees shall report the status of their summons prior to the beginning of their daily scheduled work time or report to work as scheduled.

AUTHORITATIVE REFERENCES:

K.A.R. 1-9-8. 'Jury Duty'