

Leave Administration Procedure | Jury Duty

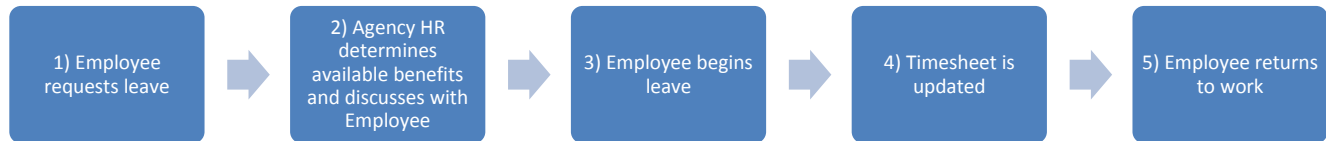


King County

Human Resources Division (HRD) and Benefits, Payroll and Retirement Operations Section (BPROS)

Jury Duty Procedure

Any employee eligible for leave benefits who is ordered to a jury shall be entitled to his or her regular county pay; provided, that fees for such jury duty are deposited, exclusive of mileage, with the department of finance. Employees shall report back to their work supervisor when dismissed from jury service. (KCC 3.12.240)ⁱ



Employee responsibilities

1. Receives jury summons and notifies immediate supervisor
2. Completes the request for time off according to department procedures (i.e., absence request form, time sheet, equivalent system) along with a copy of the jury summonsⁱⁱ
3. If the employee uses self-time entry, they will insert appropriate time reporting code onto timesheet
 - a. TRC 410 Jury Duty Pay - To track jury duty leave (see screenshot)
4. Begins jury duty
5. Communicates with supervisor if:
 - a. Dismissed from jury duty within regularly scheduled shift, or
 - b. During the next regularly scheduled shift if dismissed after regular working hours, or
 - c. If jury duty is expected to last beyond requested dates of absence
6. Declines jury duty payment from court system for daily servicesⁱⁱⁱ. Employees are not eligible to keep daily jury duty payment (exclusive of mileage) due to receipt of their regular King County pay.
7. Returns to work

Employer responsibilities

1. Immediate supervisor reviews documentation and approves time off request
2. If Employee does not self-report, Agency payroll professional processes leave hours in PeopleSoft
 - a. TRC 410 Jury Duty Pay - To track jury duty leave (see screenshot)
3. Files a copy of information into employee file
4. Coordinates expected return to work dates

References

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Favorites > Main Menu > Self Service > My Time Reporting > Report Time > Timesheet

ORACLE All Search >> Advanced Search

Timesheet

Employee Name _____ **Employee ID** -
Empl Record 0
Earliest Change Date 07/02/2016

Actions >
Select Another Timesheet

*View By Week Previous Week
*Date 06/25/2016 [B] [R]
Scheduled Hours 40.000 Reported Hours 0.000

From Saturday 06/25/2016 to Friday 07/01/2016 ?

		Sat 6/25	Sun 6/26	Mon 6/27	Tue 6/28	Wed 6/29	Thu 6/30	Fri 7/1	Total	Time Reporting Code
+ -							8.000			Jury Duty Pay - 410
+ -										
+ -										

Submit

- ⁱ Some collective bargaining agreements may have special language for employees that work non-traditional work schedules (i.e., 24/7 shifts).
- ⁱⁱ For jury duty in Pierce and Kitsap County please submit letter received in the mail indicating your need for jury duty. (King County courts do not do this)
- ⁱⁱⁱ If employee does accept payment from court system for jury duty then the employee must submit the payment, minus mileage, to FBOD/Payroll Operations at MS: CNK-ES-0230. Payments must be made by check or money order.