

Hawkeye Area Community Action Program, Inc.	Policy # 303
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Jury Duty	Effective: April 28, 1983
	Revised: May 25, 2023
APPROVED BY: HACAP Board of Directors	

Policy Statement

An employee called for jury duty during working hours shall be provided such time without the loss of pay. Any per diem fees the employee receives during such jury duty shall be turned over to HACAP.

Standard Operating Procedure

Target Audience

All Hawkeye Area Community Action Program, Inc. employees

Necessities

Notice to Report for Jury Duty
Time Off Request

Implementation Steps

NOTIFICATION TO REPORT FOR JURY DUTY

- When an employee receives notice that he/she is required to report for jury duty, the employee should advise his or her immediate supervisor as soon as possible.
- The supervisor should obtain the necessary information and supporting documentation from the employee, such as the notice to report for jury duty and the date and time on which the employee is required to report.
- An employee on jury duty must keep his or her immediate supervisor well informed of the possible duration of the jury duty and his or her availability to work.

COMPENSATION DURING JURY DUTY

- Upon completion of the jury duty, the employee must submit any fees they received from the court to HACAP, along with any appropriate documentation. Such documentation should indicate the duration of the jury duty and any compensation received from the courts.
- An employee on an extended jury duty assignment should submit compensation received from the court, along with the appropriate documentation each payroll period.
- Failure to submit fees received from the court or the appropriate documentation within two weeks of the employee's return may result in the treatment of any wages not being paid to the employee.

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- If the jury duty does not last an entire day, the employee is expected to report to work upon completion of the jury duty. It will be left to the immediate supervisor's discretion to decide whether or not an employee should return to work when long travel time is involved.

RECORDING TIME OFF FOR JURY DUTY

- The employee must complete the Time Off Request on their electronic timecard indicating the need to take time off for jury duty.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.