

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 08/22/2016	NUMBER 02.01.107
	SUBJECT JURY DUTY	
SUPERSEDES 02.01.107 (12/23/1994)		AUTHORITY MCL 600.1348, MCL 791.203; Dept. of Civil Service Rules, Sec 5-6.9; Appropriate Collective Bargaining Agreement; Dept. of Technology, Management and Budget policy 1210 Accounting
PAGE 1 OF 2		

POLICY STATEMENT:

Employees shall be granted administrative leave when they are summoned to jury duty.

RELATED POLICIES:

- 02.01.103 Employee Appearance in Court and Administrative Proceedings
- 02.02.101 Administrative Leave

POLICY:

- A. Exclusively represented employees shall be governed by their bargaining unit agreement when it is in conflict with this policy.

ADMINISTRATIVE LEAVE

- B. An employee shall be granted administrative leave (DCDS pay code JUR1) when summoned to jury duty and if selected to serve on a jury. The employee shall notify his/her supervisor, by copy of the letter from the court, within two scheduled work days of receipt of the notice, to ensure appropriate coverage during the employee's absence and reimbursement to the Department for court payments received by the employee. When jury duty is cancelled or ends prior to the end of the scheduled work shift, the employee shall immediately contact the supervisor for reporting instructions.
- C. An employee shall receive administrative leave only for actual time spent in court plus reasonable travel time, to a maximum of eight hours per day. Employees granted administrative leave shall not be entitled to overtime compensation or travel expenses by the Michigan Department of Corrections (MDOC).
- D. After the jury duty has been completed or at the end of a pay period, the employee shall inform the supervisor in writing the number of hours s/he was required to spend at court, including reasonable travel time to and from court. Hours used for which the employee is not granted administrative leave shall be covered by other leave of the employee or lost time, if appropriate. Prior to being credited with administrative leave, an employee shall be required to provide written verification from the court that his/her presence was required for a specific time frame.

SCHEDULE CHANGES - SECOND AND THIRD SHIFT EMPLOYEES

- E. An employee working the second or third shift shall notify his/her immediate supervisor within two scheduled work days of receipt of notice that s/he has been summoned to jury duty. The supervisor shall attempt to make a schedule change to a day shift to accommodate the employee's jury duty. Any change made shall be in accordance with the appropriate collective bargaining agreement.
- F. If a schedule change cannot be made, the employee may request from the supervisor to have all or a portion of the shift off on the day preceding the jury duty. The employee may also request to have all or a portion of the shift off on the day following the jury duty if the employee feels s/he is unable to perform his/her duties in an alert manner.
- G. The supervisor shall approve the employee's request for time off or approve lost time, if appropriate. Upon return from jury duty, the employee shall provide written verification from the court indicating the number of hours in attendance and the employee may then elect to have the prior approved leave

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 08/22/2016	NUMBER 02.01.107	PAGE 2 OF 2
-----------------------------------	------------------------------	---------------------	-------------

changed to administrative leave, in accordance with Paragraphs C and D of this policy.

- H. State law prohibits the Department from requiring an employee to work hours which, in addition to the time spent on jury duty, would exceed the number of hours the employee is normally scheduled to work, or extend beyond the employee's normal hours. However, the employee may elect to work the additional hours or work past his/her normal work hours based on operational needs of the work location.

JURY FEES AND EXPENSES

- I. In accordance with the Department of Technology, Management and Budget (DTMB) procedures, employees who elect to use administrative leave for jury duty must reimburse the State for jury fees received from the court. Employees are not required to reimburse the State for travel and meal expenses paid by the court. When an employee receives payment for jury duty, the employee shall contact the Human Resource Office of his/her agency.
- J. Employees who elect to use leave time or lost time for the time spent on jury duty shall be allowed to keep all payments received for jury duty and no adjustment will be made.

PROCEDURES

- K. Wardens and the Central Office Human Resources Director shall ensure that operating procedures necessary to implement this policy are in effect within 60 days of its effective date.

AUDIT ELEMENTS

- L. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 07/06/2016