

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-15-06 LGL 2005-0014
TITLE: JURY DUTY AND SUBPOENAS EFFECTIVE DATE: SEPTEMBER 1, 1991 REVISION EFFECTIVE DATE: July 3, 2015	

1.0 GENERAL

1.1 Occasionally regular City employees may be needed in the litigation process to serve as jurors or witnesses. The litigation process includes court appearances and may also include testimony at discovery depositions (statements taken under oath before a court reporter outside the presence of a judge) and/or administrative hearings.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 This policy shall apply to all City departments and divisions.
- 2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

SMC 03.07.040

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

5.1 Fees

5.1.1 Employees who are called as jurors or who respond to job-related subpoenas, will not suffer any loss of pay seniority, or benefits. Employees may keep any stipend or fee received in connection with serving as a juror. Employees may keep witness fees only if testifying on their own time and in a matter that is not job related.

5.2 Witnesses

5.2.1 Employees who are parties or witnesses involved in litigation should immediately notify their supervisor that they are or may be called to testify in connection with any civil or criminal causes.

5.2.2 Job-related testimony includes information obtained in the course of employment or related to the employee's job functions. Employees should immediately notify their supervisor when called to testify in connection with any job-related lawsuits.

5.3 Jury Duty

5.3.1 An employee who works day shift and is called for jury duty during the day shall report immediately by telephone to his or her supervisor for instruction as to whether to report for work for the remainder of the day. An employee who works graveyard shift will be excused from duty each day that there is a likelihood of performing jury duty. An employee who works swing shift will be excused from work if jury duty of four or more hours was performed that day. If the employee performed under four hours of jury duty, that employee will be expected to work the difference between the number of regular hours scheduled for that day and the number of hours actually served on jury duty.

5.4 Responding To Subpoenas

5.4.1 Job-Related Subpoenas. Employees complying with job-related subpoenas shall be considered to be on duty the entire time. Should the employee's testimony be required to be given out-of-town, the City will pay for or reimburse the employee's travel expenses pursuant to SMC 03.07.040.

5.4.2 Subpoenas That Are Not Job-Related. Employees complying with subpoenas that are not job related may use vacation time, floating holidays, compensatory time or personal leave or leave without pay if other accrual banks are exhausted while away from the job. The City will not be liable for any expenses incurred by the employee in connection with providing testimony.

5.5 Testimony

5.5.1 Employees should refrain from responding to job related inquiries from attorneys, investigators, and insurance companies until after consulting with the City's Legal Department.

6.0 PROCEDURE

Not Applicable


7.0 RESPONSIBILITIES

7.1 The Human Resources Department, in cooperation with the Office of the City Attorney, shall administer this policy.

8.0 APPENDICES

Not Applicable

APPROVED BY:



HR Director

6.10.15

Date

C. L.
City Attorney

Meresa J. Sanders
City Administrator

6/10/15
Date

6/18/15
Date