

HUMAN RESOURCES MEMORANDUM 10-004		DATE ISSUED: 03/09/2010
SUBJECT: JURY DUTY PROCEDURES		REFERENCE: None
TO: Managers and Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Introduction

Per the State Administrative Manual Section 8594, an employee can serve on a jury for any court. Employees who perform Jury Duty will receive their regular salaries.

Purpose

The purpose of this Human Resource Memorandum (HR Memo) is to remind staff of the procedures for processing Jury Duty fees to the Office of Fiscal Services.

Jury Duty Payments for Service

January 1, 2007, AB1102 changed Civil Code of Procedure, Section 215 that governs payments for jury service. The change now prevents the Superior court from paying jury fees to government employees as long as they are receiving compensation from their employer. If the juror is employed by a state or local government agency, they are instructed to fill out a Government Waiver Form that will stop the jury payment. Once this form is filled out, they are instructed to return one slip to the jury staff and keep the pink carbon copy for their employer.

**Note: The legislation did not affect payments for mileage. Jurors will still be paid \$0.34 per mile unless that fee is waived.*

Jury Duty Fee Procedures

If an employee comes to you with jury duty payments for serving on a jury, and who has received regular wages for that period, you must submit them to the Office of Fiscal Services. Follow the procedures below to submit the payment:

Employee/Juror

1. Submit to your attendance clerk the following items:
 - a. A copy of subpoena to appear for jury duty
 - b. Your daily stamped slips from the Jury Commissioners' Office
 - c. An "approved" copy of your PAL timesheet that shows the days taken for Jury Duty.
 - d. A personal check or money order for the amount of Jury Duty Fee(s) received from the court. Keep any money paid to you by the Court for Travel Expenses.

Attendance Clerk

1. Upon receiving necessary documents and payment for Jury Duty, verify all documents are present.
2. Do not accept a check containing the Court payment for Travel Expenses.
3. Enter the payroll Agency and Unit Code on the employee's PAL Timesheet.
4. Mail or deliver the package to the following address:

Department of General Services
Office of Fiscal Services
Attention: Receivable Unit
707 3rd Street 10th Floor
West Sacramento, CA 95605

Personnel Specialist

1. If you receive the package in error, please forward it to OFS, 10th Floor attention Receivable Unit.

Contact

If you have any questions, please contact your Personnel Specialist.

/S/

Gloria Martinez, Acting Payroll Officer
Office of Human Resources

GM: kts