

POLICY FOR STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 9.36	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: NONE	
CHAPTER: 9 HUMAN RESOURCES AND EMPLOYEE MANAGEMENT RELATIONS	SUBJECT: JURY DUTY	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 4/25/2016		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 10 *Del. C.* §4501-17; 29 *Del. C.* §8903; State of Delaware Merit Rule 5.5.2.2

II. PURPOSE: To establish a policy and procedure that ensures accountability with jury duty service.

III. APPLICABILITY: All Merit and Exempt Department Employees.

IV. DEFINITIONS: NONE

V. POLICY: Jury Duty is recognized as a civic responsibility and employees are encouraged to fulfill this obligation. In accordance with Merit Rule 5.5.2.2, State Employees serving on jury duty are permitted to accept and retain both their State salary and the compensation paid through the Court. Employees are not required to turn the additional compensation earned over to the State. As such, employees will be granted time off (leave from their regular work schedule) with pay to serve on a jury.

VI. PROCEDURES

- A.** Employees who receive a summons to serve on a jury duty must submit a copy of the summons to his/her supervisor upon receipt of the notice.
- B.** Employees assigned to non-standard shifts will be switched to an alternative schedule, day shift (0800 to 1600) with Sunday and Saturday off in accordance with the scheduled work week, for the period of service.
- C.** Employees are required to return to work within a reasonable period of time following the conclusion of their obligation. If an employee is released from jury duty prior to the completion of the assigned work day, as defined in this section, the employee shall notify the shift commander/designated authority. Employees will then be directed whether to report for the remainder of the work day. Variables for the shift commander or designated authority to consider when requiring staff to report for duty after the completion of jury service, for a specific day, include time needed to travel home to change attire (if appropriate), travel time from home to work and the period of time remaining in the work day upon arrival of the employee.
- D.** In instances where there will be two (2) hours or less remaining in the work day upon the employee's arrival, at the discretion of the shift commander or designated authority, employees may be offered the option to use accrued compensatory time or annual leave as an alternative to having to return to duty in these instances.
- E.** Employees shall notify their shift commander or designated authority immediately if they have been excused, dismissed or released from their jury duty obligation.

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- F.** If an employee is told that they do not need to report to Court on any day during the jury duty service, the employee shall notify his/her shift commander or designated authority immediately and report to work as scheduled.
- G.** Employees are required to inform the shift commander or designated authority once they have completed jury duty and supply a copy of the record of service from the Court.
- H.** Employees who alter a summons, do not report as scheduled and/or do not report to work when not required to report to the Court may be subject to disciplinary action.
- I.** Employees shall be protected from threat or otherwise coerced by the employer due to jury duty summons.