

JURY DUTY 306*Effective Date: 02/01/2016*

Cass County encourages employees to fulfill their civic responsibilities by serving jury duty when required. An employee called to jury duty shall be granted time off with pay, less the amount of fees received for jury service. A maximum of twenty (20) working days per calendar year will be granted for those employees who have been continuously employed for a period of ninety (90) calendar days or more.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Cass County may require the employee to sign over any compensation the employee may receive from the court for serving jury duty as a condition of receiving pay under this policy. Employees who take annual leave will not be required to sign over any compensation.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Where court rules permit jurors to call in the night before to find out whether they have to come into the courthouse the next day, employees may have to provide written confirmation from the court that they actually were called in on the day in question in order to be eligible for jury duty pay under this policy.

Either Cass County or the employee may request an excuse from jury duty if, in Cass County's judgment, the employee's absence would create serious operational difficulties.

Cass County will continue to provide health insurance benefits until the employee ceases to be eligible under the terms, conditions, and limitations of any applicable plans. At that time, employees will become responsible for electing COBRA continuation and paying the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by Cass County according to the applicable plans.