



POLICY: HR-III-37
DEPARTMENT: Human Resources
CATEGORY: Working Conditions
EFFECTIVE DATE: August 2009
SUPERSEDES VERSION DATED: March 2006
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Policy & Procedure Manual

JURY AND WITNESS DUTY – HR-III-37

POLICY:

If an employee is required to serve as a juror in any court of law, or is required to attend as a witness in a Court proceeding in which the Crown is a party, or is required by Subpoena to attend a Court of Law or coroner's inquest in connection with a case arising from the employee's duties at OPTIONS northwest, the employee shall not lose regular pay for scheduled hours because of such attendance.

PURPOSE:

1. To ensure income protection for employee's scheduled hours where he/she is required to attend for jury/witness duty.
2. To ensure adequate time to replace staff required for jury/witness duty as necessary.

PROCEDURE:

1. An employee must notify his/her Supervisor immediately on his notification that he will be required to attend at court and submit proof of service requiring his/her attendance. A copy of the documentation received will be forwarded to Human Resources for filing.
2. The employee must deposit to the Finance department the full amount of compensation received, excluding mileage, traveling and meal allowances, and official receipt thereof.
3. The Supervisor shall ensure the correct coding on the timesheet for the applicable hours attended.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Client Services Administration, Client Services, Community Resource Team

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE: _____