

# Policy 3507

## From Human Resources

Revision as of 18:26, 19 December 2008 by Uballr1 (Talk | contribs)  
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### PERSONNEL POLICY

#### MANUAL

**MoDOT Personnel Policy Title:** Jury Duty

**Policy Number:** 3507    **Chapter Title:** Leaves of Absence

**Effective Date:** July 1, 2005

**Supersedes Policy Number** 3507    **Dated** April 1, 2004

**Approved By:** Micki Knudsen, Human Resources Director

(Signature on file)

## POLICY STATEMENT

The department expects employees to assume their full responsibility when called upon to serve on a jury or as a witness. All employees requested to accept jury service or to appear as a witness as required by a court of law will be allowed sufficient time absent from work to fulfill their responsibility.

## PROVISIONS/REQUIREMENTS

1. Full-time and permanent part-time employees will be authorized absence from work to serve on a jury or as a witness without loss of pay in accordance with their regular compensation by

the department, provided they are not a party to the suit or the case is not self-serving. Wage employees are not eligible for leave with pay, but will be authorized absence from work when called for duty under this paragraph.

2. Employees may retain any compensation received for serving on a jury or witness fees received for testimony in a non-department case. If an employee is subpoenaed as a witness in a court proceeding for the purpose of testifying with respect to facts involving work or records of the Commission or department, the witness fees received are to be transmitted to the Controller's Division for deposit in the state road fund. All employees will be paid for their time away from work when testifying under this paragraph, as this is considered as work time.

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