




Pine-Strawberry Fire District Compensation and Benefits 4.8

Subject: Jury and Court Time	Page: 1 of 3
Board Approval Date: 09/15/2022	Effective Date: 09/30/2022
Revision Approval Date: 04/17/2025	Revision Effective Date: 05/02/2025
Board Chair Signature & Date:  4/17/2025	

I. PURPOSE:

To establish guidelines for paid leave of absence while on jury duty or for purposes of mandated court appearance.

II. POLICY:

To remove some of the financial burden inherent in serving on jury duty or when required to appear for jury duty or District related court appearances.

III. SCOPE:

A. This policy applies to all full and part-time PSFD members.

1. Reserve members, only if the court appearance is for a District-related case.

IV. DEFINITIONS:

A. Jury duty is when a PSFD member is subpoenaed to report and appear for jury duty.

B. Court time is when a member is subpoenaed to report or appear in court for a District-related case.

V. JURY DUTY:

A. Jury duty pay is not available through PSFD on the member's regular days off.

- B. Jury duty pay is not available through PSFD for members who must serve more than 30 working days per calendar year, but members may utilize PTO.
- C. Under extenuating circumstances jury duty pay may be extended by the Fire Chief.
- D. Administrative members are eligible to receive up to 8 hours of jury compensation per scheduled workday.
- E. Career members are eligible to receive up to 24 hours of jury compensation per scheduled work shift.
- F. Jury duty is paid in place of regularly scheduled hours worked and is considered hours worked for the purpose of calculating overtime.
- G. The member is obligated to refund the District any money paid by the courts for their time on the jury.
- H. Personnel may not use PSFD vehicles, per diem, or any reimbursement mechanism to offset jury duty travel cost.
 - 1. Copies of any remuneration, other than mileage received from the court, shall be remitted to the District.
- I. A copy of the court's jury summons, which can be obtained from the court's jury commissioner or bailiff, must be submitted to the member's supervisor.
 - 1. The supervisor will submit the document to the administrative staff for processing.
- J. If the member is released from jury duty by the court in less than 4 hours, including driving time, of the normal workday/shift, the member shall return to work for the remainder of the day.

VI. District-Related Court Time

- A. Court duty pay is available through PSFD on the member's regular days off only if the court case involves PSFD or is related to the member's PSFD duties.
 - 1. Court pay will be for a minimum of 2 hours.
- B. In the event that an member receives a subpoena to appear in court for a case not related to official duties for the District, the absence from work shall be deducted from their PTO accrual.

- C. Members are eligible for court pay for all hours related to the court appearance and will be paid any required per diem or travel pay.
 - 1. Members may use PSFD vehicles to travel to and from the court appearance.
- D. Court pay is paid in place of regularly scheduled hours worked and is considered hours worked for the purpose of calculating overtime.
- E. For members appearing in court for a PSFD related case, the member should appear in full Class "A" uniform.
- F. If the member is released from court in less than 4 hours, including driving time, of the normal workday/shift, the member shall return to work for the remainder of the day.

VII. PROCEDURE:

- A. The member is required to notify the immediate supervisor upon receipt of jury duty or court summons.
- B. The member is required to give their supervisor a copy of the summons.
 - 1. The supervisor will submit the document to the administrative staff for processing.
- C. The member will report to their supervisor when released from court duties.