

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Jury Duty Leave

CHAPTER: VII

SECTION: 11

EFFECTIVE DATE: 1/81

REVISION DATE: 9/92, 8/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

Leave of absence with pay is granted to most Buffalo & Erie County Public Library employees who are required to perform jury duty or attend court proceedings related to the B&ECPL.

II. GUIDELINES

A. Reporting for Work

No employee is required to report to work for all or any part of a work shift on any day that he/she performs required jury duty.

B. Compensation

1. All B&ECPL collective bargaining agreements provide for paid leave

for jury duty service. Employees should refer to the applicable contract for specific details.

2. B&ECPL employees not covered under a bargaining agreement may be eligible for compensation as follows:
 - a. Part-time employees shall be eligible to receive up to \$40 per day for each of the first three (3) days of jury service for a maximum of \$120 in total.
 - b. Employee shall not be paid more than he/she would have earned if he/she worked. If employee would have earned less than \$40 on a scheduled day which he/she performed jury duty, he/she will only be paid what he/she would have earned.
 - c. To be eligible for this daily \$40 payment, the employee must have been scheduled to work, and due to jury service, was unable to report for his/her work assignment. If the employee was not scheduled to work that day, the employee is not eligible for the \$40 payment.
 - d. This payment applies to trial jurors and grand jurors in each Court of the New York State Unified Court System, except town and village Courts. This payment does not apply to the Federal Court System.
3. Compensation for time away from the job is contingent upon the employee presenting proof of jury service or court attendance, and that he/she was actually in attendance on the days claimed.
4. Employees who are required to appear in court for purposes other than to serve on a jury or appear as a witness in a proceeding related to

the B&ECPL will not be granted compensation for time away from the job.

C. Reporting a Leave of Absence for Jury Duty

1. Upon receipt of an order to appear for jury duty or as a witness in proceeding related to the B&ECPL, the employee must forward the court order or copy to his/her department head or designee.
2. The departmental representative receiving the documentation for required jury duty or court appearance must notify the employee's immediate supervisor of the dates or period of time that such jury duty or court appearance is required.
3. At the conclusion of jury duty or court attendance, the employee must fill out form PO-18 and attach it to the certificate of jury service from the court, in order that he/she will be promptly and properly paid for such service.
4. After the completed PO-18 and final documentation of service is received by the department, the department will properly record the time for pay purposes. The supervisor shall record the employee's planned schedule for these days. The completed form is sent to Human Resources.