

Jury Duty

UnityPoint Health Des Moines gives employees time off with pay when jury duty conflicts with an employee's work schedule.

Policy

UnityPoint Health Des Moines recognizes jury duty as an important civic responsibility. An employee who misses work because of jury duty will be paid the difference between their regularly scheduled UPHDM pay and pay received for jury duty.

Procedures

Time Records While on Jury Duty

An employee who is on jury duty and completes a time card should have the hours they would normally be scheduled to work recorded on the time card using code 180 for jury duty. The code "JD" should be recorded in the comment section.

An employee who is on jury duty and uses the kronos system should have the hours they would normally be scheduled to work recorded as JURY by their department timekeeper.

Jury Duty Pay

All employees are paid for the hours they would normally be scheduled to work had they not been on jury duty at their base rate of pay. Employees scheduled to work the second or third shift may receive paid time off at their base rate of pay for jury duty if they are unable to get enough sleep due to jury duty.

Employees should turn in their jury duty pay to Human Resources. Employees may keep jury duty pay received as reimbursement for parking and/or meals. Employees serving on jury duty on their assigned days off may keep the jury duty pay they receive for those days.

Employee Responsibilities

An employee who is called for jury duty should notify their supervisor as soon as possible so that a replacement can be assigned.

Arrangements may be made to allow the employee to return to work if not selected for a jury. Business needs of the department, the employee's work schedule, and time spent in court will be taken into consideration in deciding if an employee should return to work.

While on jury duty, the employee should report in by phone at least twice weekly to let their supervisor know the expected return date.

Related Human Resources Policies:

Effective Date: August 1995

Update Dates: May 2013

Review Date: September 2001; September 2004; May 2007