

City of Bozeman Employee Handbook Policies

Replaces Jury Duty or to Serve as a Witness policy on pg. 40 of 2017 Employee Handbook.

JURY DUTY

I. Policy

Employees selected for jury duty, or who are subpoenaed to serve as a witness, should notify their supervisor as soon as possible. Employees will have the option to receive regular pay for the day(s) serving, or to charge the time off to vacation leave. An employee who chooses to receive regular pay must remit any jury or witness pay to the City immediately, upon receipt. Any expense or mileage reimbursements paid by the court are not considered part of the required pay to remit.

The City may request a court excuse an employee from jury duty if the employee is needed for proper operation of the City. This request must be made by the department director in consultation with Human Resources.

Revision Summary

Revision Level	Date Revised	Approved by City Manager
2	10/2024	N/A
1	11/2017	2017 Employee Handbook Update