

Jury Duty Reporting

Administrative Procedure

If an employee who is not a party to the action is summoned to jury duty or receives a subpoena as a witness should immediately notify his/her supervisor and request leave approval of the Human Resource Director.

If the subpoena or authority directive is for the purpose of serving as a witness for the Federal Government, the State of West Virginia, or political subdivision, or if the appearance is in connection with an employee's usual official duties, the employee is not charged leave for the required absence period. Likewise, employees are entitled to pay during periods of jury duty or a subpoena in litigation. Provided proper documentation is submitted to the Human Resource Director.

Procedure:

1. Notify the Human Resource Director by e-mail or phone that you have received a summons. Forward a copy of the official summons to the Human Resource Director.
2. Inform your supervisor that you have received a jury duty summons to serve between x date and x date.
3. Inform your supervisor immediately when you know the actual date(s) you are required to report.
4. Obtain written verification from the clerk of your actual attendance to jury duty.
5. Forward a copy of the verification document to the Human Resource Director.