






Village of Ashville     
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## POLICY AND PROCEDURE STATEMENT

SUBJECT COURT/JURY DUTY	PAGE 1 OF 1	DATE EFFECTIVE OCTOBER 1, 2018	
SECTION/POLICY NO. 4.12	APPROVED BY  MAYOR	SUPERSEDES NEW	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE OHIO REVISED CODE (ORC) 2313.19	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

**SCOPE**

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

**POLICY:**

- I. Policy: it shall be the policy of the Village to allow time to participate in Court/Jury Duty.

**PURPOSE:**

- I. To meet all federal, state, local and administrative rules.

**PROCEDURE**

1. If an employee is called for court/jury duty, he will be paid his/her regular salary or wage in full.
2. All monies received as compensation for jury duty shall be turned over to the Fiscal Officer, unless jury duty was served outside of regular working hours.
3. The employee will be expected to report for work following jury duty, if a reasonable amount of time remains during his/her scheduled workday.
4. Employees shall not be entitled to paid court leave when the case arises out of the employee's personal matters. Such absences shall be considered leave without pay or vacation leave, at the employee's option. This will be scheduled in advance by the employee and his/her Department Head.
5. Time served by an employee for court/jury do not constitute hours worked for purposes of calculating overtime, unless such court time is directly related to or is an integral part of the employee's work duties.
6. In order to be paid for jury duty, the employee must present his/her summons or subpoena to his/her supervisor as soon as possible.