

METHODIST HEALTH SYSTEM FOUNDATION, INC.

JURY DUTY

03/83

Rev: 3/08

3600

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Methodist Health System Foundation, Inc. (MHSFI) policy regarding jury duty:

Any regular status employee who loses working time as a result of being summoned for jury duty shall be paid by the Foundation for such time of, for a maximum of up to 10 working days per year. The amount of the payment shall be the difference between the amount paid by the court for such service and the amount of pay the employee otherwise would have earned by working for the Foundation at his/her regular rate during the time he/she was scheduled, for up to two weeks (10 business days per year). Pool and/or temporary employees are not regularly scheduled, so are not considered regular status employees for the purposes of this policy. (See HR Policy #700).

Excused from work: Employees will be excused from work during the hours they are required to be present at court for jury duty.

Full-time and part-time employees: Regular status full and part-time employees must follow all procedures described within this policy.

Notification of court service: As soon as possible after receiving a summons for jury duty, the employee must notify his/her supervisor of the time he/she is scheduled to appear. A copy of the employee's summons must be presented to the supervisor, who will provide this copy to the Human Resources Department. Failure of an employee to notify the supervisor in a timely manner and/or provide a copy of the summons/subpoena may be cause for denial of income benefits under this policy and/or cause for disciplinary action. Throughout the court service, the employee must keep the supervisor informed of the day and time the employee must appear at court, and when he/she is released.

Procedures and pay practice for an employee on jury duty: MHSFI will continue to pay to any regular status employee the difference in what the employee would have received and the amount paid by the court. However, these procedures must be followed:

- a. Employee submits a copy of the jury duty summons to the supervisor as soon as the employee is notified of jury duty;

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- b. Employee notifies supervisor in advance of the day(s) and time(s) he/she must be at court throughout the jury duty; supervisor completes Supervisor's Jury Duty Report (Form #JD-1) and submits to the Human Resources Department;
- c. Employee keeps supervisor informed of the time released from jury duty each day;
- d. Employee obtains from the Human Resources Department the Jury Duty Report (Form #JD-2) prior to reporting for jury duty, and turns the completed form into the Human Resources Department at the end of each week served (unless service is completed before that time); and
- e. Employee submits to the Human Resources Department the payment (check), if any, the employee receives for jury duty along with signed Jury Duty Pay Exchange Form (Form #JD-3).

Work schedules subject to change in order to accommodate jury schedule. Early morning work schedules may be adjusted by the supervisor to accommodate employee's jury service. Employees should keep their supervisor informed of daily times released in order for the supervisor to decide whether the employee must report to work for part of the remaining shift. This decision will be based on the Foundation's business needs.

Unexcused failure to report to duty as instructed: If instructed by the supervisor, the failure of an employee to report to the Foundation to work may subject that employee to discipline and may result in his/her not receiving jury duty pay that he/she would have otherwise received.

Overtime: Jury Duty pay shall not be considered as hours worked for purposes of calculating overtime.

Questions: Employees or Supervisors with questions about this policy should contact the Director of Human Resources.

SUPERVISOR'S JURY DUTY REPORT

_____, supervisor receiving report.
Name

_____, employee summoned for jury duty.
Name

_____, employee notified supervisor of summons.
Date

_____, copy of summons provided to supervisor.
Date

_____, copy received by the Human Resources Department
Date

THIS FORM SHOULD BE COMPLETED BY THE SUPERVISOR AND PRESENTED TO THE HUMAN RESOURCES DEPARTMENT IN A TIMELY MANNER.

JURY DUTY REPORT

So that pay arrangements may be made with _____, a Methodist Health System Foundation, Inc. (MHSFI) employee, please verify that his/she presence was required.

TIME: From _____ To _____

DATE: _____

PAY: Yes _____ \$ _____

 No _____

Jury Official (Signature)

Jury Official (Print Name)

JURY DUTY PAY EXCHANGE

This is to state that I have recently served as a juror on _____ (date) and will receive pay in the amount of \$_____ for each of the above mentioned days.

In exchange for hours of pay at my regular rate for the above mentioned days, I agree to endorse over to the Foundation the jury check or checks in the amount of \$_____.

Date

Employee Signature

Employee Name (Print)

Employee Number

