



To: Board of Library Trustees
From: Anthony Auston, Director
Date: Tuesday, August 20, 2024
Re: Policy Update

It recently came to our attention that our policy language for Jury Duty Leave was unnecessarily limiting when staff may be required to participate in the unusual case of an extended trial scenario. To reflect our intent to fully support staff's participation on a jury, we're proposing the following updated language for Policy 9-5.6 Jury Duty Leave:

Employees are encouraged to fulfill their civic responsibilities by serving jury duty when required. All employees summoned for jury duty will be granted leave with pay for regularly scheduled work hours missed while fulfilling the obligation. The employee will keep the remuneration received from the courts.

Employees summoned for jury duty must notify their supervisor as soon as possible so arrangements can be made to accommodate their absence. Employees requesting and/or returning from jury duty leave may be required to provide verification of jury duty service. Employees are expected to report for work whenever the court schedule permits.

This proposed policy update will be in effect upon approval.