

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 04/90	SECTION: Human Resources	
BOARD APPROVED ON: 04/90	DATE REVISED: 07/01/15, 10/11/2023	SUBJECT: Jury Duty	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/15/17, 03/20/19, 03/17/21, 3/17/2023, 10/11/2023		POLICY #: ED-020	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that employees on jury duty shall be paid regular pay for performing jury duty during regularly scheduled work hours. Pay for jury duty shall be returned to the employer in lieu of regular salary.

Time spent on jury duty shall not be deducted from sick days, or vacation days nor adversely affect any fringe benefit.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Employee

1. Upon being called to perform jury duty, immediately informs the program supervisor, in writing.

2. Responsible to provide the program supervisor with written verification of jury attendance for each day of absence from work.

Program Supervisor

3. Informs human resource manager of jury duty, in writing.

Employee

4. When received, submits jury duty pay to executive secretary.

Accounts Receivable Clerk

5. Processes check.