JURY DUTY AND COURT APPEARANCE

All employees who, during the course of their working hours, must serve on jury duty, or who, by reason of their employment with the City of Port Huron, appear as witnesses in court, give depositions out of court, or for any matter similar thereto, must immediately report the necessity of such appearances to their Department Head and the Human Resources Director. Failure to advise the Department Head and Human Resources Director could result in employee's loss of pay for that day.

Employees will be allowed suitable time to get from their work site to clean up and report to court and likewise will be given suitable time to report from court back to their work site. However, failure on the part of the employee to report to work prior to and following court appearance will result in employee's loss of pay for time not worked. (i.e., If an employee is in court from 10:00 a.m. to 3:00 p.m. and fails to report to work at 8:00 a.m. and 3:00 p.m., the employee would suffer loss of pay from 8:00 a.m. to 10:00 a.m. and from 3:00 p.m. to 4:30 p.m.)

Employees must turn over any fees received for such purposes to his or her Department Head. The Department Head will turn the above fees into the Treasurer's office daily.

This regulation supersedes:
Administrative Regulation No. 9-3, effective February 20, 1998
Administrative Regulation No. 9-3, effective December 11, 1979
Administrative Regulation No. 9-3, effective August 13, 1971.