

AEOA PROCEDURES FOR EMPLOYEE WORK HOURS AND PAY FOR JURY DUTY

The U.S. Constitution and Minnesota Constitution guarantees all people the right to a trial by an impartial jury. Justice ultimately depends upon the jurors who serve in our courts.

Potential jurors are selected at random from the lists of voter registration, driver registration, and MN identification cards.

AEOA supports employees being responsible citizens when completing the duty of jury service. AEOA will pay employees the difference between jury duty payment and their regular pay.

EMPLOYER NOTICE AND TIMESTAR PROCEDURES

The AEOA employee notifies his/her supervisor in writing (email preferred) of being selected for jury duty and the potential jury duty schedule from the "Notice to Appear Letter."

When jury duty is served, the hours away from work for this purpose are recorded as JURY in the pay type drop-down options on the TimeStar timesheet. The jury duty hours are cost coded (payroll code distribution) by the employee as if they were normal working hours.

When serving on a jury the employee will receive a check from the government for a nominal amount, it will list mileage reimbursement and a per diem (\$0-50) a day. The check employees receive is to be cashed or deposited into their personal accounts.

The employee is to issue a check made out to AEOA only for the per diem received, please share the check stub received with the Fiscal office, when submitting the check to AEOA. The check AEOA receives from employees and made out to AEOA will reimburse the appropriate program funds from which the employee was paid.

Contact your supervisor or Human Resources with any questions.