

## **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 for lists of voter registration, driver registrations, 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 TIME STAR PROCEDURE**

AEOA employee notifies his/her supervisor of potential jury duty responsibilities after receiving information from the court system.

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 served, hours away from work for this purpose are recorded as Jury Duty on the drop down options within the timesheet within TimeStar. The jury duty hours are cost coded by the employee as if it were work time.

The money provided for Jury Duty hours (\$10/day) should be sent in to the AEOA fiscal office after endorsing the check; effectively signing the check over to AEOA. Employee will receive regular pay, and AEOA will reimburse the program fund with the court check.

The employee will keep the mileage reimbursement payments.

Call your supervisor or HR with questions.