

MACOMB COUNTY HUMAN RESOURCES POLICY

JURY DUTY

If a full-time employee is called for jury duty, the employee shall promptly provide a copy of the official notice to his/her immediate supervisor. An employee who is assigned to the afternoon or midnight shift shall be switched to the day shift as his/her regularly scheduled shift while serving on jury duty. Should an employee be released from jury duty prior to the end of that shift, the employee shall return to the department and work until the conclusion of that shift. The employee shall be paid his/her normal daily wage for the assigned shift. The employee shall remit and deliver any payment received as a result of jury duty service to his/her immediate supervisor. This payment shall be processed for deposit with the Macomb County Treasurer. The employee may retain reimbursed expenses provided to employees as a result of jury duty service, such as mileage, parking or meal expenses.


Office of County Executive

Approved: July 8, 2014
Revised: June 26, 2015