



Town of Hubbardston

7 MAIN STREET
HUBBARDSTON, MASSACHUSETTS 01452
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CIVIC DUTY POLICY

I. PURPOSE

The purpose of this policy is to define and establish procedures for an employee to fulfill his/her civic duty when serving on juries or appearing as a witness in court proceedings.

II. POLICY

Employees are entitled to leave with pay when called to perform their civic duty, such as for jury service or when subpoenaed as a witness on behalf of any city, town, county, the commonwealth or federal government. Employees are not entitled to receive payment from both the Court and the Town unless they are using their own accumulated time.

III. PROCEDURES

The appointing authority or department head shall require that the employee provide official notice of jury service or witness appearance prior to approving employees for such purposes.

An employee who receives fees for jury service, exclusive of reimbursement for travel, meals and incidentals, may: retain the fees, in lieu of regular straight time pay, if such fees exceed his/her regular rate of pay; or receive regular straight time pay and remit the fees for jury service to the Town Treasurer's Office, if the fees are less than his/her regular rate of pay.

An employee on civic leave status must remit witness and other fees, exclusive of those for reimbursement for travel, meals and incidentals, to the Town for service performed during regular working hours. Any fees for service paid during an employee's vacation or on a holiday may be retained by the employee if that day is properly charged to vacation or falls on a recognized holiday.

Civic duty leave will not be paid to an employee who is subpoenaed to appear by a party, other than a city, town, county, the commonwealth or federal government, must use his/her accumulated leave time or request a leave of absence.

An employee who is discharged from jury or other court duty must report to his/her work location if, by the time he/she would arrive back at their work location, more than half of the employee's regularly scheduled work day would remain available for work.

Absence due to civic duty leave shall not affect an employee's eligibility for longevity, satisfactory performance step increases or benefit eligibility.