

**CITY OF CORAL SPRINGS**  
**ADMINISTRATIVE POLICY MANUAL**

**CHAPTER: 06 HUMAN RESOURCES POLICIES**

**POLICY #: 06.11.02**

**SECTION: 11 MISCELLANEOUS**

**SUBJECT: 02 JURY DUTY**

**DEPARTMENT: HUMAN RESOURCES**

**EFFECTIVE DATE: 11/16/07**

**CITY MANAGER: MICHAEL S.  
LEVINSON**

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**PURPOSE**

The City recognizes jury duty as a civic responsibility and therefore urges all employees to fulfill this obligation. An eligible employee may receive their pay in an amount equal to their regular workday schedule (not to exceed 11.43 hours per day) from the City for satisfying this civic duty.

**ELIGIBILITY**

All regular full-time City employees are eligible for this privilege.

**PROVISIONS**

Jury duty leave may be authorized for eligible employees who may be required to serve jury duty on a regularly scheduled employee work day, provided that such leave is requested in advance from the respective Department Director.

**PROCEDURE**

- (1) An employee must promptly present the Jury Duty Summons Notice in advance as proof of a need for Jury Duty Leave to the respective Department Director. Only employees presenting such advance notice may be eligible for pay from the City in an amount equal to their regular full time or part time work day schedule (not to exceed 11.43 hours per day) for their regularly scheduled work day which jury duty falls on.
- (2) Employees that are required to report for jury duty on the day following a scheduled workday that extends beyond 7 pm shall be released from work at 7pm so that the employee may be rested before reporting to jury duty. Employees who are scheduled to work on a day on which jury duty is served may report for work for the remainder of their regularly scheduled workday if there is no jury duty scheduled for the following day. In this instance, hours worked, including jury duty hours, over 40 hours in the workweek shall be paid as overtime in accordance with the FLSA and the City's Wage and Hour Policy.

- (3) An employee may retain the mileage reimbursement and the daily statutory fee received from the court for performing this civic duty.

**ADMINISTRATIVE REPEAL**

The provisions contained herein shall supersede and replace all prior City Jury Duty Policies.

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MICHAEL S. LEVINSON, CITY MANAGER

DATE