

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.430 – COURT SERVICE (revised 7/12/06)

The executive director may approve release hours for purposes of jury duty or a court subpoena for any case not related to the employee's personal or family matters. Court service for personal or family matters is covered under library policies for personal leave, vacation leave, or leave without pay.

Release hours for the purpose of court service shall apply only to the actual hours that the employee is not able to work his/her assigned schedule at the library because of service to the court or travel to and from the court.

For purposes of personnel scheduling, the employee shall promptly alert the library by filing a copy of the initial court notification or subpoena with the executive director. Thereafter, the employee shall keep the Public Service Team Leader informed as to when the employee will need to be absent from his/her library assignment.

At the conclusion of court service, the employee is responsible for securing documentation from the court attesting to the actual hours served. If the employee submits that documentation to the library fiscal officer, the employee will receive his/her customary compensation for the release hours.

If the employee fails to file the required documentation with the library fiscal officer, such hours shall be considered leave without pay. In either case, the employee shall retain all payments or reimbursements received from the court.