

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 32.030 - JURY DUTY COMPENSATION

Date: July 2022
Revision No: 2
Supersedes: February 7, 1994
First Adopted: February 7, 1991

POLICY:

When serving on Jury Duty, any compensation received by a Water Department employee from the court system must be surrendered to the Water Department.

PROCEDURE:

In accordance with the Memoranda of Understanding (MOUs), "while serving on official jury duty, a unit member shall be compensated at his regular rate of pay, provided that all fees paid to the unit member for jury duty are surrendered to the Department. Auto expenses related to jury duty are exempt from this requirement."

Failure to reimburse the Department is considered a violation of the terms of the MOUs and Department policies.

Policy Review

Established	2/7/1991
Revised:	2/1/1994
No changes:	7/2018
No changes, board Approved:	3/26/2019
No changes:	7/2020
No changes:	7/2021
Minor changes GM approved:	7/2022
No changes:	7/2023
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