

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 04/90	SECTION: Human Resources	
BOARD APPROVED ON: 04/90	DATE REVISED: 07/01/15, 10/11/2023, 4/1/2025, 09/02/2026	SUBJECT: Jury Duty	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 02/15/17, 03/20/19, 03/17/21, 3/17/2023, 10/11/2023, 3/25/2024, 09/02/2026		POLICY #: ED-020	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

Blue Water Developmental Housing, Inc. realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All team members will be allowed time off to perform such civic service as required by law. Team members are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Team members also are expected to keep management informed of the expected length of jury duty service and to report work for the remaining portion of their regular shift if excused early by the court.

Team members will be paid for any scheduled time in which work is missed due to jury duty.

A copy of the check received from serving on jury duty must be submitted to the human resources manager upon receipt as proof service on a jury.

III. NOTIFICATION/PROCEDURE

WHO

Employee

Supervisor

DOES WHAT

1. Upon being called to perform jury duty, immediately informs their supervisor, in writing.
2. Responsible to provide the supervisor with written verification of jury attendance for each day of absence from work.
3. Informs human resource manager of jury duty, in writing.

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Employee

4. When received, submits copy of jury duty pay to human resource manager.

Human Resource Manager

5. Submits copy of jury duty pay to senior account clerk.
6. Uploads copy of jury duty pay to employee documents.

Supervisor

7. Adds scheduled time to timesheet and codes as jury duty.