

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Jury Duty and Military Training
POLICY NUMBER: 208

208.10 This policy shall apply to permanent, full-time employees in all classifications.

208.20 Jury Duty. An employee summoned for jury duty will immediately notify the General Manager or their division supervisor upon receipt of the summons. If selected to appear, the employee shall notify his/her supervisor prior to the beginning of the work day, but not later than one hour after the beginning of their shift. While serving on a jury or during the selection process, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

208.30 Military Training. For a maximum period of two weeks in any one calendar year, the District will make up the difference between normal salary and regular military and longevity pay when a permanent full time employee is on active duty for training with any of the military services, the Coast Guard, or National Guard. Employees receiving military pay differential will continue to receive benefits as if they were still working, e.g. accrual of vacation time and coverage under the employer's health insurance plan.