



COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

January 30, 2004

To: Each Department Head

From: Michael J. Henry
Director of Personnel

Subject: **JURY DUTY LEAVE FOR NON-REPRESENTED EMPLOYEES**

The attached policy, "Jury Duty Leave for Non-Represented Employees" is issued for inclusion in the Human Resources Management System Policies, Procedures, and Guidelines (PPG) manual under Tab 10 as Section 1005 and includes the memo issued by the Chief Administrative Officer on July 25, 2003 to all County departments. Copies are being sent to each Personnel Officer for inclusion in your department's master copy of the PPG Manual and for distribution to those with copies of the Manual.

Questions regarding this policy should be directed to me or your staff may direct questions to Sandra K. Taylor, Human Resources Manager, at (213) 974-2616.

MJH:STS
SKT:SC

Attachment

c: Each Supervisor
Administrative Deputies
Personnel Officers

g:PPG1005 transmittal

**COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES**

**POLICIES, PROCEDURES,
AND GUIDELINES**



NO. 1005

DATE: January 30, 2004

JURY DUTY LEAVE FOR NON-REPRESENTED EMPLOYEES

AUTHORITY

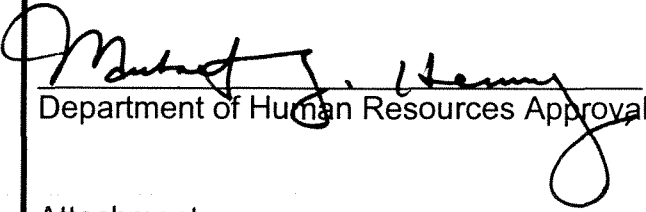
- County Code Sections 6.20.080D and 6.20.090C
- CAO memo dated July 25, 2003 to Department Heads titled "Jury Duty Leave for Non-Represented Employees." (Attached)

POLICY

All County departments are to comply with the policy detailed in the attached July 25, 2003 memo from the Chief Administrative Officer regarding Jury Duty Leave for Non-Represented Employees. Department heads may establish more specific guidelines for their non-represented employees as long as they do not conflict with the attached policy.

This policy applies to all permanent non-represented employees subject to the provisions of County Code Section 6.20.080D and all monthly temporary and monthly recurrent non-represented employees subject to parallel provisions set forth in Section 6.20.090C of the County Code.

This policy does not apply to represented employees.


Department of Human Resources Approval

Attachment



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

July 25, 2003

To: Department Heads
From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District
YVONNE BRATHWAITE BURKE
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

JURY DUTY LEAVE FOR NON-REPRESENTED EMPLOYEES

Background

Section 6.20.080D of the County Code authorizes paid leave for jury service under the conditions specified in that section. One of those conditions requires the conversion of an affected employee from an alternate work schedule to a five day, 40 hour, day shift schedule if the employee is not already assigned to such a schedule. This requirement is intended to accommodate employees who work nights or weekends and who would otherwise be over-burdened by the imposition of day time jury duty service.

While this policy continues to be necessary for employees assigned to night and/or weekend shifts; it may not be necessary for non-represented employees working a 9/80 or 4/40 day schedule. This is especially true given the shortened periods of jury service that may result from the "one day or one trial" policy currently in place throughout the State of California court system. In recognition of the "one day or one trial" policy, department management is in the best position to determine, on a case by case basis, whether a work schedule change is necessary and appropriate.

Schedule Changes Subject to Management Discretion

Effective immediately, non-represented employees assigned to other than a five day, 40 hour, day shift schedule may, at the discretion of each County department head, remain on that schedule while serving jury duty. This policy applies to all permanent non-represented employees subject to the provisions of §6.20.080D and all monthly temporary and monthly recurrent non-represented employees subject to parallel provisions set forth in §6.20.090C of the County Code. In implementing this policy change, please note the following:

- This policy applies to all permanent, monthly temporary, and monthly recurrent non-represented employees. This includes employees whose positions are covered by or exempt from the requirements of the Fair Labor Standards Act (FLSA).
- Employees serving jury duty on their regular day off (RDO) are on their own time for that day. Jury duty served on a RDO is not work time for overtime purposes or any other purpose.
- All jury duty fees, other than mileage reimbursement, will continue to be payable to the County. This includes jury duty fees for service on a RDO.
- Jury duty continues to be limited to the "time necessary to be absent from work". Therefore, the extended work days associated with 9/80 or 4/40 schedules may increase the likelihood employees should be returned to work following release from court.
- This policy change only pertains to non-represented employees working a daytime alternate work schedule on other than a five day, 40 hour basis. Scheduling changes to a five day, 40 hour basis will continue to be required for non-represented employees working night or weekend schedules.

Represented Employees Not Impacted by This Directive:

This policy change does not apply to represented employees. Existing policy is well established in various memoranda of understanding and, therefore, can only be changed through the collective bargaining process.

The policy change outlined in this memorandum constitutes an interpretation of §6.20.080D and §6.20.090C of the County Code in consultation with the County Counsel pursuant to §6.02.030B of the County Code.

If you have any questions or need additional information regarding this memorandum, please contact me or your staff may contact Genie Ledford of my staff at (213) 974-2521.

DEJ:WGL

GL:lg

c: Department Personnel Managers
Department Payroll Managers