



Unified Government Human Resources Guide

Effective 04-01-05

COURT APPEARANCES BY EMPLOYEES

I. General: It is the policy of the Unified Government to allow employees to participate in legal proceedings.

II. Policy

This policy addresses an absence by an employee, when the employee is called upon to serve as a witness in some type of court proceeding.

A. Criminal proceedings: When the employee receives a subpoena to attend and offer testimony for either the prosecution or the defense, his/her Unified Government pay is not affected, because the Unified Government desires to encourage employees to perform such public service.

B. Civil proceedings

1. In those cases in which the Unified Government, its officers, employees, representatives, and agents are parties or in which the attendance of an employee at trial or other proceedings is in the interest of the Unified Government, the employee's compensation shall not be affected. This is true whether or not the employee is testifying for the Unified Government.

2. In those cases in which the employee has a private interest, as opposed to a public interest, the employee shall not be paid by the Unified Government for the time spent in attendance. The employee must use comp time, vacation time, personal leave, or leave without pay. Examples of private interest would be testimony in any kind of divorce trial, an estate proceeding, or a civil lawsuit which does not have a relationship to the interest of the Unified Government or to the job duties of the employee.

RELATED POLICIES: 5.9 Jury Service