



CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 2.72
TO: City of Dublin Full-Time Employees (FTE)
FROM: Dana McDaniel, City Manager 
SUBJECT: Guidelines for Court Appearances
DATE: January 4, 2022
<i>Supersedes and replaces Administrative Order 2.72 dated 05/29/14</i>
PROPONENT: Human Resources

1. PURPOSE

The purpose of this Administrative Order is to establish procedures and guidelines for Full-Time Employees (FTE) who are summoned for court service either to participate in jury duty or testify as a witness in a court proceeding. This Administrative Order does not pertain to an employee summoned to a court proceeding in a personal civil or criminal case.

2. POLICY

The City of Dublin recognizes that it is the civic duty of its employees to participate in court proceedings as a juror or witness. As such, the City will permit employees to participate in court proceedings without requiring an employee to use accrued leave.

3. PROCEDURE

When an FTE is summoned to appear for a court proceeding, the employee will submit a copy of the summons to their immediate supervisor. If the time in which the employee is required to appear in court conflicts with the employee's normal work schedule, the employee will be released from work during the conflicting time. An employee that is scheduled to work second or third shift may be permitted to adjust their work schedule such that their scheduled work day coincides with the court duty. However, if an employee is regularly scheduled to work on Saturday or Sunday, the employee's work week will not be shifted such that it coincides with the court duty.

If an employee is released or excused from court service, either for an individual day or at the completion of an extended period of time, as in the case of jury duty, and there are two hours or more left in the employee's scheduled work day, the employee is required to return to work or contact their supervisor and request to take accrued time to complete the normal work day. Such requests may be denied based on operational need of the City.

In the event that the court provides a stipend to an employee summoned for court service, the employee is permitted to keep the stipend to cover personal expenses incurred while serving, such as travel, parking and meal expenses. The City of Dublin will not provide any reimbursement for expenses incurred while serving on jury duty. If compensation is provided for anything other than the incidental expenditures previously listed, an employee is required to forward the stipend to the Payroll Department no later than five business days from the date received.