

Claverack Free Library

Jury Duty Policy

Approved: April 2018

The Claverack Free Library Board of Trustees encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Employees must show the jury duty summons to the Library Director as soon as possible so that the Library Director may make arrangements to accommodate their absence. The Library Director must show the jury duty summons to the Board President as soon as possible. Of course, all Library employees are expected to report for work whenever the court schedule permits.

The Claverack Free Library will continue to pay the employee's regular workday for up to 10 working days of jury duty during any 12 - month calendar year. If an employee is required to serve jury duty beyond 10 working days, the Library Director will review any arrangements.

If the employee receives monetary compensation from the court, The Claverack Free Library will withhold the amount from earnings or shall be paid by the employee to The Claverack Free Library.

Either The Claverack Free Library or the employee may request an excuse from jury duty if, in The Claverack Free Library 's judgment, the employee's absence would create serious operational difficulties.