

*Kingman County  
Kansas  
Personnel Policy Manual*

Policy #31

Jury / Subpoena Duty, Voting, Military Leave, Other Civil Leave, and Employee Filing for office.

Commission Approved

Date: 5-19-14

**31 Jury Duty, Witness Duty, Subpoena, Military Leave, Civil Leave, and Employee Filing for office.**

- 31.1 **Jury Duty:** It is the civic obligation of every employee to serve on a jury if they are called. Documentation of the letter to serve shall be provided to the Department Head for documentation in the employee's personal file. While on jury duty, an employee will receive full pay and benefits for any time that would normally have been spent at work. *Employees shall pay to the County Clerk an amount equal to all compensation received from the court for jury duty* (i.e. work time), except for travel pay or other personal expense reimbursements. Upon discharge by the court, if released during your normal work shift, the employee is to report promptly to their Department Head.
- 31.2 **Witness / Subpoena Duty:** If employees have been subpoenaed as witnesses by Kingman County, they will be compensated for the entire period of witness duty. Employees will be *granted unpaid* time off to appear in court as a witness for cases unrelated to their position or duties with Kingman County. Employees are free to use available paid leave benefit (vacation / personal leave) to receive compensation for the period of this absence. The leave will be scheduled with their Department Head as far in advance as possible.
- 31.3 **Voting:** Kingman County encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, Kingman County will allow an employee to use Personal Day Leave or other type of paid or unpaid leave to vote.
- 31.4 **Military Leave:** A County employee who is a member of any reserve component of the United States Armed Forces will be allowed Personal leave of absence for required training or duty in accordance with the Uniformed Services Employment and Reemployment rights Act (USERRA). The employee who takes military leave of two (2) weeks or less during a twelve (12) month period will be unpaid, but will continue to accrue vacation and sick leave credit during the absence. If an employee is on military leave of more than

two (2) week's duration, the employee will not earn vacation leave and sick leave credit for the absent period.

An employee may choose to use accrued vacation or other paid leave credits for their annual active-duty training but will not be required to do so. The employee's health and dental insurance shall continue through the last day of the month in which the employee worked. After this, the employee and covered dependants can continue group health insurance up to twenty-four (24) months at 102% of the overall (both employer and employee) premium rate.

Employees returning from military leave shall be entitled to reinstatement, including seniority and pay status, and any other employee benefits required under the USERRA or other Federal and State requirements. Further, Kingman County will provide its employees all the rights granted under the Uniformed Services Employment and Reemployment Rights Act.

- 31.5 **Other Civil Leave:** Other civic responsibilities will be given the necessary time off when serving as a volunteer fire fighter, EMS, and when giving blood to a Red Cross sponsored blood bank and approved by the Department Head. This can be done as long as it does not affect the department's duties and responsibilities. Proof of attendance may be requested by the Department Head at any time. The maximum time allowed is one hour paid per day by the county with the balance to be made up as directed by the employee from any of their personal paid leaves. The employee will "clock out" or be considered "clocked out" during this time off. The employee will be responsible for their own well-being, health, and safety during this time off. The Department Head will note to pay up to 1 hour on the timecard or timesheet after the event. *Employees will not be required to pay over to the county for any compensation received for their service.*

- 31.6 **Employee filing for office:** Any employee desiring to be a candidate for elected office within Kingman County shall resign or take Personal Leave of Absence without pay as defined in (Policy # 16) from County employment upon filing for office if they are within the same department. If an employee is from an entirely different department or the incumbent Elected Official does not file for re-election by the filing deadline, then they do not need to resign or take an unpaid leave from County employment.

If the employee who has taken a Personal Leave of Absence without pay to run for an elected office and loses in the subsequent election, they may or may not be allowed to return to their previous position of County employment. The decision to allow a return to employment in the same department will be decided by the elected official in that position.