

RESOLUTION 2023-31

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE BEAUMONT-CHERRY VALLEY WATER DISTRICT
AMENDING THE DISTRICT'S POLICIES AND
PROCEDURES MANUAL AND ADOPTING POLICY 3110
JURY AND WITNESS DUTY**

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions to the Policy and Procedures Manual based on advice given by the District's legal counsel and human resources consultant; and

WHEREAS, the Board of Directors has reviewed and considered the revisions to the former Jury Duty policy with Policy No. 3110 Jury and Witness Duty attached hereto as Exhibit A, finds the amended policy relevant and acceptable, and it to be in the best interests of the District that the following actions be taken,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that the District's Policies and Procedures Manual, Part I Section 29 Jury Duty is hereby replaced in entirety with the new Policy 3110 - Jury and Witness Duty.

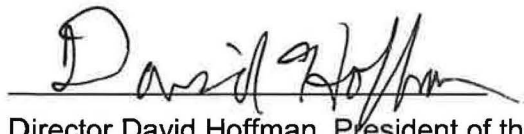
ADOPTED this 13TH day of DECEMBER, 2023, by the following vote:

AYES: LOVINGTON, HOFFMAN, RAMIREZ, SLAWSON, WILLIAMS

NOES:

ABSTAIN:

ABSENT:



Director David Hoffman, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

ATTEST:



Director Daniel Slawson, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachment: Exhibit A – Policy 3110

EXHIBIT A

POLICY TITLE: JURY AND WITNESS DUTY
POLICY NUMBER: 3110

3110.1 General. BCVWD encourages all employees to fulfill their civic obligations by performing jury service or witness service when called. Employees shall not suffer any adverse employment action because of jury duty or witness appearance leave.

3110.2 Application. This policy and its various provisions shall apply to all full-time probationary and regular employees in all classifications.

3110.3 Notice. On receiving a jury summons, subpoena, or other court order requiring appearance in a judicial proceeding as a witness, the employee shall immediately notify his/her immediate supervisor (or other responsible managing employee). Employee shall submit appropriate documentation, including a copy of the jury summons, subpoena, or other court order, along with a time off request form, as soon as practicable.

3110.4 Paid Leave of Absence. All regular full-time employees, while serving on a jury or as a witness (unless the employee is a party to the lawsuit or an expert witness), will be given a paid leave of absence of up to twenty-four (24) hours. Said leave of absence is conditional upon the reporting requirements indicated in Paragraph 3110.9 below.

3110.5 Use of Vacation Accruals. All regular full-time employees may use accrued, unused, vacation hours for any unpaid leave under this policy. An employee who is a party to the lawsuit or serving as an expert witness may use vacation accruals or request an unpaid leave of absence.

3110.6 Unpaid Leave of Absence. Full-time employees who have exhausted their vacation accruals may be granted unpaid leave of absence for jury and witness leave.

3110.7 Proof of Service. To receive jury duty or witness pay, an employee must submit the Proof of Service provided by the Court indicating dates and hours served.

3110.8 Compensation. Any compensation received as a juror or witness during the first forty (40) hours, not including any travel allowance, must be submitted to the District in order to receive regular compensation. The District shall not compensate for appearances in which the employee receives compensation in excess of the employee's regular earnings. Time spent serving on jury duty or witness leave is not considered hours worked for purposes of calculating overtime compensation. Employees who serve on a scheduled day off shall not receive pay.

3110.9 Reporting. Employees are required to report to work on those days when they are not actively serving on jury duty. An employee who is released from jury service or witness duty before the end of his or her regularly scheduled shift or adjusted work schedule is required to return to work. Grounds for exception to the work reporting requirement (one hour or more at the beginning or end of the shift) shall include, among others extended travel time or the need to change from work clothing.

3110.10 Benefits. All benefits shall remain in effect for the length of the service.