

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	250.150	1 of 1	July 1, 2003
Subject	REPAYMENT OF REMUNERATIONS COURT AND JURY SERVICE		

1. Chapter 14.12 of the Rules of the Department of Administrative Services- Human Resources Enterprise states:

"14.12 Court Appearance and jury duty - When in obedience to a subpoena or direction by proper authority, a classified employee appears as a witness or a jury member for the federal government, the State of Iowa, or a political subdivision thereof, he shall be entitled to leave of absence from regular duty with regular compensation. When a classified employee is subpoenaed or appears in private litigation other than the federal government, the State of Iowa or political subdivision thereof, the time absent by reason thereof, may be taken as the Appointing Authority shall direct."

2. While the employee is eligible for regular compensation while a juror or as a witness, those funds received as compensation for the witness or juror services must be deposited by the appropriate departmental personnel with the Treasurer's Office as a credit to the account from which the employee's salary was paid. This is accomplished by charging expenditure object code 1100 on the cash receipt document.
3. Funds received for reimbursable expenses, such as mileage, meals, and lodging costs, may be retained by the employee as long as no claim is filed with his/her department for expenses incurred as a consequence of the service performed.
4. An employee appearing as an expert witness, prosecution witness, defense witness, or in any other capacity by reason of his/her position with the State of Iowa may not elect to take vacation pay and receive compensation from the courts as well.
5. An employee performing jury duty may elect to take vacation time and be paid for court compensation and expenses as well as vacation pay.