



EMPLOYEE RELATIONS BULLETIN

March 29, 1994

To: Department Management Representatives

Subject: VOLUNTARY JURY FEE WAIVER PROGRAM

Los Angeles and Ventura County trial courts have recently initiated voluntary jury fee and mileage waiver programs. The funds generated are used to support court sponsored programs that serve the community and court system. During orientation all jurors are asked to waive these fees. Jurors are informed that waiver is only possible with the express approval of their employer where the employer continues regular wages during service.

Los Angeles Administrative Code Section 4.111 provides for payment of salary to full and half-time employees during jury service and requires than any fees received (regardless of amount) for those days for which salary is received shall be paid to the City. Recovery of fees paid to half-time employees shall be prorated.

Please advise employees who are selected for jury service that they are not authorized to waive jury fees and will be expected to remit the appropriate fees to the City upon completion of service. Allowances received for mileage may be waived at the option of the employee.

Any questions on this matter should be directed to Paul K. Cauley at (213) 485-2886.

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