

## ARTICLE 20 - JURY DUTY

Section 1. A permanent full-time employee shall be granted time off for reporting to required jury duty upon presentation to the employee's supervisor of satisfactory evidence that such jury duty is required and provided the time required for jury duty is the employee's normal workday or work shift. In order to be eligible, the employee must report at least seven (7) calendar days prior to the date of jury duty to the immediate supervisor on the prescribed leave form with the summons attached of the need to be absent because of a jury duty requirement.

Section 2. Any compensation received by an employee for jury duty shall be retained by the employee; however, a pro rata amount of the jury duty pay received by the employee shall be deducted from the employee's regular pay based upon that portion of the regularly scheduled workday missed by the employee. There shall be no deduction for mileage pay nor for the one (1) hour reporting period provided in Section 3. An employee seeking jury duty leave must substantiate any compensation received for serving on jury duty by submitting a copy of the check(s) received or a copy of the receipt(s) for any cash received.

Section 3. If an employee is released from jury duty within one (1) hour from the time required to report for such jury duty, the employee shall be required to report for duty on that date.

## ARTICLE 21 - WORKWEEK

Section 1. The workweek shall be determined by the Department Director or designee in accordance with the provisions of Article 11, Management Rights of this Agreement. The standard workweek for bargaining unit employees consists of forty (40) hours. All bargaining unit employees are expected to work whatever reasonable hours in excess of 40 hours per week that are required to fulfill their position responsibilities without additional compensation.

## ARTICLE 22 - HOLIDAYS

Section 1. Holidays - The following are recognized holidays for eligible employees:

- New Year's Day (January 1)
- Martin Luther King's Birthday (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11th)
- Thanksgiving Day (Fourth Thursday in November)
- Day following Thanksgiving
- Christmas Day (December 25)
- Holidays declared by the City Manager

Section 2. Holiday Pay - An employee not required to work on a holiday shall receive the number of hours pay for the number of hours in their regular shift at the employee's straight rate of pay for