



TOWN OF NORWOOD PERSONNEL BOARD

#P-309 – CIVIC DUTY LEAVE POLICY

1. Purpose and Scope

The purpose of this document is to outline the Town's Civic Duty Leave Policy with respect to eligibility, benefits, use, accrual and procedures and to ensure that leave benefits are implemented equitably and consistently.

2. Applicability

- 2.1** This policy applies to all employees of the Town, excluding elected officials and employees of the School Department. Employees whose positions are covered by Civil Service Law or a collective bargaining agreement are subject only to those portions of the policy which are not specifically regulated by Civil Service law or by a collective bargaining agreement. To the extent permitted by law, employment agreements entered into after the effective date of this policy with employees whose positions are subject to this policy must follow all of the provisions of this policy.
- 2.2** This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of this policy shall be construed so as to be consistent with the law.

3. Definitions

- 3.1 Civic Duty** - the term "Civic Duty", as used in this policy, shall include the following:
- 3.1.a Employee's attendance or service as a juror (including grand juror), in a civil or criminal legal action;
- 3.1.b Employee's attendance as a witness at a criminal action, where the employee is a victim of the alleged crime, or is subpoenaed to appear.
- 3.2 Jury Fees** – those fees, exclusive of reimbursement for expenses, paid by the court to the employee for attendance as a juror.
- 3.3 Witness Fees** – those fees, exclusive of reimbursement for expenses, paid by the court to the employee for attendance as a witness
- 3.4 Other Civic Duty Fee** – any other fee, if any, paid to an employee by the court for reasons covered by the definition of Civic Duty under this policy (see 3.1 above), exclusive of reimbursement for expenses.
- 3.5 Appearance or Attendance on behalf of the Town in a Litigation Matter:** Includes instances where an employee is requested by the Town to attend a hearing or other civil or criminal matter, either as a witness or otherwise on behalf of the Town, for Town business.

