



## Employee Testimony Payment & Jury Duty Policy

### Purpose

The Ohio Department of Agriculture (ODA) is committed to assisting its employees when they are called to testify on matters regarding their work related duties and when summoned for jury duty. This policy implements the procedures governing the handling of all payments made for ODA employee testimony regarding work related matters and jury duty summons.

### Scope

This Policy applies to all payments made as compensation for ODA employee's working time while testifying in any court proceeding on matters related to the employee's work duties or for summons to jury duty. This Policy covers payments made in advance or after the testimony/jury duty, and payments made either directly to the employee or to ODA. In the event of conflicting policies, the provisions of the collective bargaining agreement shall control to those applicable employees.

### Authority

- a. O.R.C. § 124.135
- b. Ohio Admin. Code 123:1-34-03
- c. OCSEA Contract Article 30.01

### Payment in Advance of Testimony

- a. All checks are to be sent to the Fiscal office upon receipt with a revenue document, a copy of the subpoena and the expected date of testimony.
- b. When the employee actually testifies in the court proceeding, the Fiscal office shall be notified on the day the employee returns to work.
- c. Upon receiving notice that the employee testified, the Fiscal office will deposit the check into the appropriate fund.
- d. If the check was made out to the employee, the check shall be delivered to the employee *via* inter-office mail, if the employee is on the ODA campus. The employee shall endorse and return the check to the Fiscal office within one (1) business day.
- e. If the employee's appearance is cancelled, the employee will notify the Fiscal office.
- f. The check for a cancelled appearance will be forwarded to the Legal office, where it will be returned to the issuing party.

### Payment after Testimony

All checks are to be sent to the Fiscal office for immediate deposit into appropriate fund.





---

Human Resources Director      Date

---

Chief Fiscal Officer      Date

