WITNESS JURY DUTY

POLICY

If any employee is called to serve on jury duty, he/she should notify his/her supervisor immediately. All regular employees will be paid while on jury duty. A copy of the jury summons must be submitted to the Human Resources Department in order to be paid.

When an employee is released from court/jury duty prior to noon on a regularly scheduled workday, the employee is responsible for returning to work.

In the event an employee is subpoenaed to appear before a court, public body, hearing or commission in connection with college affairs or in connection with non-college affairs, this time will be without loss of pay. Alternatively, if the employee voluntarily agrees to appear, and the issue is not college related, the time off will be treated as personal time.

PROCEDURE

When summoned for jury duty or subpoenaed to appear, the employee must immediately provide his/her supervisor with a copy of the summons or subpoena. The supervisor will forward the copy to Human Resources. The employee should request time off if they volunteer to appear for affairs unrelated to the college and the supervisor will need to approve the employee's time off request in the payroll portal. Failure to submit this documentation may result in nonpayment for the time absent.

Upon returning to work, the employee will submit a statement reflecting the dates and times during which jury duty or witness service was performed. This statement should be signed by the Clerk of Court or other appropriate body. These documents will be forwarded to the Human Resources Department for inclusion in the personnel file.

THIS IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.