



POLICY: Jury Duty

<i>Original Implementation Date:</i>	10/16	<i>Date Reviewed/ Revised:</i>	1/29/20	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	2
--------------------------------------	-------	--------------------------------	---------	--------------------------------	-----------------	-----------------	---

PURPOSE: To establish a uniform policy for employees who are summoned to jury duty.

POLICY: When an employee is required to serve on jury duty, the employee will be paid the difference between the jury duty pay and the amount the employee would normally earn on regularly assigned days that were missed as a result of the jury duty.

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, it is the duty of the employee should notify his or her supervisor. The employee is required to notify his or her supervisor through the timekeeping system and provide copies of the subpoena or jury summons to Human Resources.

Employees should submit a statement from the Clerk of the Court to Human Resources indicating the amount paid, or to be paid. Employees will also be paid their normal earnings if subpoenaed to appear in court as a witness.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive jury duty pay. The employee's Paid Time Off, if available, is required to be used for such instances.

RELATED POLICIES: *Paid Time Off: Exempt (Salaried) Employees; Paid Time Off: Non-Exempt (Hourly) Employees; Paid Sick Time.*