Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. A full-time employee called for jury duty, while serving as a juror and/or subpoenaed to court, as a witness on behalf of the University or a government unit shall receive time off at their normal rate of pay.

2. Under normal circumstances, the University will not ask for deferment of jury duty. Should the release of an employee create a hardship for the administrative unit, the administrative authority may contact Human Resources for deferral instructions.

3. An employee is not paid for time off work because they were subpoenaed to appear in court for criminal or civil cases being heard in connection with the employee’s personal matters, including but not limited to appearing in traffic court, divorce proceedings, custody hearings, appearing as directed with a juvenile, etc. The time off may be charged to accrued compensatory time (if applicable) or vacation or may be taken without pay.

4. The employee must return any fee paid to them to the administrative authority for jury duty or an appearance pursuant to subpoena during normal working hours for which the University pays the employee. The employee may keep travel reimbursement fees included in the appearance fees, provided that the employee receives no other reimbursement from the University for travel expenses.

5. If an employee serves on a jury or appears pursuant to subpoena outside of the normal working hours or on the employee’s own time, (time that the employee has taken off) the employee may keep any fee paid to them.

Procedure

1. Employees must complete and submit the appropriate Time Off From Work Form or other form (electronic or otherwise) as designated by their organizational unit to their administrative authority for approval as soon as possible and are required to submit a copy of the jury duty summons and/or court subpoena to the administrative authority when the request for time off for jury duty or a court appearance is made.