The following rule applies to all employees except those covered by a collective bargaining agreement addressing the topic.

(A) Jury duty

(1) When called for jury duty and while serving as a juror, full-time employees receive time off at their normal rate of pay. Special problems involving pay for jury duty served by hourly paid employees may be taken up with human resources.

(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 unit head may contact human resources for deferral instructions.

(B) Subpoena to court

(1) Employees subpoenaed to appear in court as a witness on behalf of the university or a governmental unit shall be given time off with pay.

(2) Employees are not paid when they are 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, and so forth. The time off may be charged to accrued compensatory time or vacation or may be taken without pay.

(C) Return of fee

(1) Any fee paid to an employee for jury duty or an appearance pursuant to subpoena during normal working hours for which the employee is paid by the university must be returned to the employee's administrative unit for deposit with the cashier. Travel reimbursement fees included in the appearance fees may be kept by the employee, provided that the employee receives no other
reimbursement from the university for travel expenses.

(2) If an employee serves on a jury or appears pursuant to subpoena outside of normal working hours or on the employee's own time (time that the employee has taken off), any fee may be kept by the employee.

Effective: July 15, 2012

Certification:  

Susan M. Stringer  
Executive Assistant to the Board of Trustees and  
Senior Vice President for Administration and Finance  

Date: June 29, 2012

Promulgated under: R.C. Section 111.15  
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