

Jury Duty or Witness in Court

Date

8/97

Item

D.9

An employee selected for jury duty will continue to receive his normal pay up to a maximum of 15 days per fiscal year. The employee is responsible for notifying his dean/department head and the Human Resources Department of impending jury duty immediately upon receiving notice to serve. A copy of the letter notifying the employee of selection should be given to the supervisor. If called for service, an original copy of the verification of jury service must be attached to the time sheet or absence report when jury duty time is claimed. When the court is not in session, the employee is expected to be at work.

When an employee is called as a witness in a court case, the employee will continue to receive his normal pay up to a maximum of 15 days per fiscal year. The employee must submit a copy of the subpoena to the Human Resources Department. Under no circumstances shall payment be made for time lost for Court appearances in cases where the employee appears as party plaintiff or defendant.