

## **Policy IV.4000.C, Court Appearances/Jury Duty**

### **Purpose**

The purpose of this policy is to expand on how the College manages employee court appearance absences.

### **Policy**

A full-time employee summoned for jury duty, subpoenaed as a witness, or directed to testify in court proceedings in which the employee is not a party, will be released from their assigned duties as necessary, with no loss of salary or reduction in leave.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### **Associated Procedures**

Procedure IV.4000.C, Court Appearances/Jury Duty

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|------------------------|---|
| Date of Board Approval | January 31, 2022  |
| Effective Date         | February 1, 2022  |
| Primary Owner          | Vice Chancellor, Human Resources, Organizational and Talent Effectiveness |
| Secondary Owner        | Vice President, Human Resources   |