

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

### **Associated Policy**

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

### **Procedure**

When a full-time employee is summoned for jury duty, subpoenaed as a witness, or directed to testify in court proceedings, the employee should inform their immediate leader as soon as possible. It is the responsibility of the employee to keep the College informed as to their status, such as, if the employee is selected to serve and estimated time off from work. If the employee is selected for a jury, the employee must contact their immediate leader to keep the leader informed regarding the estimated time for returning to work.

If an employee is summoned for jury duty and dismissed early, the employee will be given one hour from the release time to return to work on that day. If the employee is a witness, they should only be off from work for the length of time necessary to serve as the witness.

When employees are summoned for jury duty, they need to make arrangements in advance with their leaders. Faculty should make arrangements for substitutes for the date of jury duty. If the employee is assigned to a jury panel and will be absent additional days, the employee must contact their leader as soon as possible.

An employee returning from a court appearance must provide a copy of the jury duty summons or subpoena and confirmation/release of jury duty from the court clerk to Payroll.

This procedure does not apply when the court appearance is due to the employee's personal business, private practice testimony as an expert witness, or when summoned in connection with a suit for which the employee is a party. In these cases, the employee is required to use vacation or personal leave to cover the absence.

Date of SLT Approval	December 7, 2021
Effective Date	February 1, 2022
Associated Policy	Policy IV.4000.C, Court Appearances/Jury Duty
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources