



Category

POLICY: 2-32 Jury Duty and Other Civil Leave

Approval

LT Approved:
Effective Date:07/01/22
Revised: 07/01/0222
Responsible Party: Vice President, People & Culture

The College encourages employees to fulfill their civic obligations. Employees shall be given necessary time off with pay when (1) performing jury duty; (2) appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the College; (3) performing emergency civilian duty in connection with national defense; or (4) voting (when the polls are not open at least two hours before or after the employee's scheduled hours of work). Absence from work for purposes of voting shall not exceed two consecutive hours.

Employees shall notify their supervisor upon notification of jury duty or subpoena prior to the day of election to allow the College to cover the employee's duties in his or her absence. In the event that an employee is selected to sit on the jury or testify as a witness, he or she shall promptly notify the supervisor of the anticipated length of trial. Employees must provide the People & Culture department and the immediate supervisor with a copy of their jury summons or subpoena. Employees will receive their regular pay for time actually spent engaging in any of the four civic duties described above up to a maximum of 10 days.

Employees will not be required to endorse over to the College mileage or compensation received from the court for jury duty or subpoenaed court appearance. Reimbursement for meals and mileage will only be provided when the employee appears in court on behalf of the College and the employee produces documentation of these expenses.

Employees who are excused early from jury duty or testifying in court, must report to work, provided four or more hours remain on his or her regularly scheduled shift, in order to qualify for payment. In such situations, and unless other arrangements are made with the supervisor or department director, employees are expected to return to work within one hour of their release from duty.

Employees involved in a personal lawsuit either as a plaintiff or as a defendant in an action not related to his or her duties with the College will be required to use PTO.