

## **1335 Jury Duty**

Effective Date: 7/1/2024 | Last Reviewed: 7/1/2024 | Old Policy Number: E3.32

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The College recognizes the duty of employees as citizens to serve on juries or as court witnesses. Employees summoned to serve on a jury or required by subpoena to appear as a witness in court, are paid by the College the difference between any fee received from the court and the employee's normal base pay for the time period involved. In order to receive this pay differential, the employee must have been hired prior to receiving notice to appear in court, must inform the supervisor of their intention to be absent from work, and must present a certified statement of earnings from the court for the period of service. As court duty often does not require a full-time commitment, employees are expected to report to work on days or reasonable portions of days when attendance in court is not required. An employee is not paid for witness duty when they are a party to an outside action.