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Performance Standards & Best Practices

Subject: Jury Duty

Number: 007

During the course of your employment with Facilities Services, it is likely you will be required to fulfill your civic responsibility as a juror or witness in a court proceeding; requiring you to be absent from work.

Pursuant to Board of Regents' Regulation 04.06.145, regular employees will continue to be paid their normal wage during the period of time they are away from their job for jury duty or to testify as a witness in a formal proceeding. "Jury duty" or duty as a court witness refers to the service and time spent away from a university job as a result of a subpoena issued by a court. Service as a volunteer expert witness or other volunteer court duty is not included in the provisions of this leave. Temporary and extended temporary employees will not be paid during such leave.

If you receive notice to appear for jury duty or have been issued a subpoena by the court to appear as a witness, please follow the standards outlined below:

- Department heads are authorized to grant such leave with pay upon the presentation of a subpoena by the employee. A record of absences for these purposes will be maintained and reported as jury duty leave with pay.
- It is your responsibility to notify your supervisor or department head of anticipated time to be spent away from your job for this purpose.
- The employee's regular university pay will continue to be paid during such leave.
- Any pay received by employees from a court system for service on jury duty or as court witness duty will promptly be returned by the employee to the university to offset part of the cost of such leave.
- Temporary and extended temporary employees are not paid during jury duty. These employees may retain pay received from the court system for jury service.

To receive your normal wage while serving on jury duty is a benefit from the University. It is a reasonable expectation that you will return to work when jury duty for the day is complete, provided you are released prior to the end of your work day. Employees will be granted a maximum thirty minutes of travel time to return to work after being released by the court. Any employee not returning to work within one-half hour of release will be required to take appropriate leave for the additional time.