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## Performance Standards & Best Practices

**Subject: Jury Duty**

**Number: 007**

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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' Policy 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. Temporary and extended temporary employees will not continue to be paid during such leave. However, extended temporary employees may use accrued annual 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:

- It is your responsibility to notify your supervisor or department head of anticipated time to be spent away from your job for this purpose. At the sole discretion of the supervisor, you may be required to provide a copy of the subpoena or jury duty notice.
- Any pay received by employees for service as a juror or witness will promptly be returned by the employee to the Facilities Services Human Resources office.
- 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.

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.

A handwritten signature in black ink, appearing to be 'S. Paul', written over a horizontal line.