



Jury Duty Witness Release Time Policy PER 8.0

Office of Human Resources

Policy Type: Operational

Applies to: Faculty, staff, and student employees

POLICY DATES

Issued:

Revised:

Edited:

Reviewed:

This policy describes the process for jury duty.

Definitions

Term	Definition

Policy Details

The University recognizes the obligation of its hourly staff to serve on jury duty when called.

The University will pay the hourly staff member the normal compensation during this time, up to a maximum of three weeks pay. In addition, no loss of compensation or benefits will occur if an employee is required to testify at the order of a court or agency of government or on request of the University provided that the staff member is are not subpoenaed as a witness and is not a plaintiff, defendant or other party to the action.

The Staff member must request such leave immediately upon receipt of court summons and must provide a copy of the summons to his or her supervisor and the Human Resources Office.

In addition, the staff member must furnish evidence from the Clerk of Courts of such duty and the amount paid for such jury service prior to receiving compensation for jury service.

Finally, the staff member is required to report for work all or part of any day they are not engaged in jury duty. Student workers are not eligible for compensation while serving jury duty.

PROCEDURE

Issued:

Revised:

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Responsibilities

Position or Office	Responsibilities

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Resources

Contacts

Subject	Office	Telephone	E-mail/URL
	Human Resources	330-823-6560	Humanresources@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised:

Edited:

Reviewed: