

Jury Duty or Serving as a Witness

Full-time and pro rata faculty and staff and benefit-eligible part-time hourly staff will not sustain loss of regular compensation or any loss of fringe benefits when called for jury duty. 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 employee is subpoenaed as a witness and not as a plaintiff, defendant or other party to the action. The employee must request such leave immediately upon receipt of court summons and must provide a copy of the summons to his/her supervisor.

The employee must furnish evidence from the Clerk of Courts of such duty and the amount paid for such jury service prior to receiving University compensation for this period. Regular University compensation will be reduced by the amount, if any, received for such service. Compensation received for travel expenses and meals may be retained by the faculty/staff member.

An employee is required to report for work all or part of any day she/he is not engaged in jury duty.

Under normal circumstances, the University will not ask for deferment of jury duty. Should the release of a faculty or staff member create a hardship for the department, the supervisor may contact the Office of Human Resources for deferral instructions.

Third shift staff members who are required to report for jury duty or testify pursuant to a subpoena following completion of a scheduled third shift will be excused from work during the complete shift prior to duty and will be paid for such lost time as above in the same manner as staff members having lost time from work while performing the jury or witness service.