

University Enterprises, Inc. Policies and Procedures		Policy No. 530
Section:	Human Resources	
Policy:	Jury Duty and Court Appearance	
Revised Date:	December 11, 1998	

Jury Duty and Court Appearance

I. PURPOSE

To allow regular employees to fulfill their responsibilities regarding jury duty and/or court appearance.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) employees.

III. POLICY

- A. If the regular employee is not a defendant, plaintiff, or otherwise interested party, UEI will grant time off with pay to a regular employee who is summoned for examination and service as a juror or who is subpoenaed as a witness.
- B. Regular employees excused from work for a court appearance or jury service will be paid their regular pay by UEI.
- C. This policy applies to regular or grand jury duty.

IV. PROCEDURE AND RESPONSIBILITIES

- A. The employee will provide the jury or witness summons to his or her supervisor or department director immediately following notification.
- B. If the employee is selected for regular jury duty, he or she is expected to report his or her jury status, (active or inactive), by telephone to the supervisor each day.
- C. If the employee is released from jury duty so that he or she could work at least one half of his or her normal work shift, the employee is required to report to work.
- D. If the employee is selected as a telephone alternate for jury duty, the employee should follow the phone-in instructions provided by the Jury Commissioner and report to work as usual. In the event that the employee is asked to report for jury duty, he or she should inform his or her supervisor and report to jury duty as required.
- E. A regular employee will continue to be paid during jury duty. Hours will be reported as jury duty on the time report.
- F. The employee's supervisor may require documentation of the employee's status and jury duty performed.

VI. RELATED POLICIES

Policy No. 410 Timekeeping