2429 – Jury Duty

The College encourages its employees to fulfill their civic responsibilities by serving jury duty when required. Employees serving jury duty during their assigned working schedule shall be paid their regular salary without deducting compensation paid by the courts for such service. Employees who are required to report for jury duty shall provide their supervisor with a copy of the jury duty summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 7/30/02

Revision(s): 10/16/07; 10/16/19 (minor revision)