

Policy Type: Support Staff

Policy Title: Absence for Jury Duty and Subpoenaed Witness

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to explain how an employee is compensated if summoned for jury duty or subpoenaed by the court.

Policy Statement:

A Support Staff member who is summoned and reports for jury duty or is subpoenaed and reports as a witness in any judicial hearing, shall receive a leave of absence and shall be paid at the employee's regular salary rate. All jury duty fees and witness fees shall be turned over to the College. Meals, travel, and lodging reimbursement shall be retained by the individual.