

Jury Duty

Employees who are called to serve on jury duty during their normal work schedule will be compensated for the difference between pay for the jury duty and their regular College pay. Normally the College will issue regular pay for the time absent and employees will be responsible for assigning payment received for jury duty to the College (via Payroll Office) as a reimbursement for time already paid. An employee is expected to report for regular College work when temporarily excused from attendance at court. The employee's supervisor must be advised of any absences due to jury duty and the employee's timecard must accurately report the time taken for jury duty.