



Procedure on Jury Service for Exempt and Nonexempt Employees

(Approved by the President on January 18, 2005)

I. PURPOSE & APPLICABILITY

This procedure is established to provide a method for recording eligibility for and use of Jury Service Leave consistent with BOR VII - 7.21 Policy on Jury Service for Administrative and Classified Personnel.

II. BACKGROUND

BOR VII - 7.21 Policy on Jury Service for Administrative and Classified Personnel allows Exempt and Nonexempt Employees (formerly called Administrative and Classified personnel, respectively) to be absent from duty without loss of pay or without charge to the employee's accrued leave when the employee is selected for jury duty. This procedure provides the method by which the employee is required to notify the supervisor of the upcoming absence.

III. DEFINITIONS

- A. Administrative Personnel - As used in BOR VII - 7.21, refers to Exempt Employees.
- B. Classified Personnel - As used in BOR VII - 7.21, refers to Nonexempt Employees.

IV. PROCEDURES

- A. An employee who is summoned for jury duty shall notify the immediate supervisor of such selection without delay.
- B. If, after reporting for jury duty, it is determined that the employee's services are not required and the employee is dismissed for the day, then the employee, time permitting, is required to return to the job.
- C. The employee shall record the absence for jury duty in the electronic time report and shall provide a copy of the jury duty notice supporting the dates of absence to the Unit's Human Resources office.
- D. Failure by the employee to follow these procedures may result in an absence being charged to accrued leave or leave without pay.

APPROVED: Jennie C. Hunter-Cevera