

ACTION ITEM
Maricopa Governance Policy
ALL EMPLOYEE MANUAL

Governing Board Agenda

Meeting Date: June 23, 2009

<u>Item Number</u>	<u>Item Title</u>	<u>Responsible Agents</u>
	Proposed Amendment to Jury Duty Policy	Dr. Rufus Glasper Mr. Al Crusoe

Recommendation

It is recommended that the Governing Board review and adopt the proposed amendment to the policy language for jury duty service by employees. As this language rests in the All Employee Policy Manual, changes require approval by the Governing Board.

Justification

The purpose of the change is to reflect on how jury duty summons are actually processed by the Human Resources Division. In order for the time absent from work to be processed appropriately, verification of actual attendance at jury duty (signed by the appropriate clerk or commission) should be submitted by employees for documentation purposes; not just receipt of a summons.

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS_ _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>