

# ALL EMPLOYEE MANUAL

## A7. JURY DUTY

- A7.1.** An employee recommended for jury duty or subpoenaed by the courts, which requires absences from assigned work shall notify his/her immediate supervisor of the summons or subpoena. A copy of the subpoena shall be retained by the supervisor and the original forwarded to the personnel file located in the Information Center of the Employee Relations Department at the District Office. **IN ORDER TO VERIFY AN EMPLOYEE ATTENDED JURY DUTY, EMPLOYEES ARE REQUIRED TO PROVIDE THE COMPENSATION DEPARTMENT A COURT DOCUMENT SIGNED BY THE DEPUTY CLERK, JURY CLERK OR JURY COMMISSION. PERSONAL TIME WILL BE CHARGED IF THE EMPLOYEE DOES NOT PROVIDE THE REQUIRED DOCUMENTATION.** No employee will be dismissed or transferred from his/her position because of the length of jury duty.
- A7.2.** While serving on jury duty and away from assigned work, pay received for jury duty, exclusive of mileage paid, shall be turned over to the College Fiscal Office or the appropriate District officer. ~~or a deduction of such amount earned shall be made from the salary of the employee.~~
- A7.3.** Time during the regularly scheduled work day (for the District) not required for jury duty **INCLUDING THOSE OCCASIONS WHEN THE EMPLOYEE IS EXCUSED FROM JURY SERVICE,** is to be utilized in pursuit of District-assigned duties.