



## Policy

Title:	Jury Duty
Effective Date:	Reviewed May 1, 2021
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	05/15/2017
Related Documents:	

### I. PURPOSE

Salus University recognizes that it is the civic duty of its employees to serve on jury duty when called upon to do so. Employees required to serve on a jury shall not suffer loss of pay due as a result of meeting that obligation.

### II. DEFINITIONS:

**Jury Duty** is defined as appearing in court to serve as a juror pursuant to a summons, whether or not the individual is ultimately selected to sit on a jury, or appearing in court or in any other judicial or quasi-judicial proceeding (such as an arbitration or mediation) in response to a subpoena or other notice to attend.

### III. POLICY

All regular full-time and part-time employees of Salus University shall receive their regular pay while serving on jury duty for all days the employee would have normally been scheduled to work, as described below.

### IV. PROCEDURE

#### A. Notification of Jury Duty

1. Employees must submit a copy of the official notice for Jury Duty Leave to their immediate supervisor at the time the notice is received from the court. Supervisors are to forward the original notice to the Payroll Department.
2. Requests for postponement of jury duty must be discussed with the Office of Human Resources. If the employee's work attendance is deemed to be essential to University operations at the time of the proposed Jury Duty and such duty would constitute a hardship to the University, the faculty or staff member should request an exemption from Jury Duty. In such an instance, a representative of the Office of Human Resources will provide written documentation to support the request for exemption to be submitted to the court (or other person, such as attorney, who has requested the appearance).

3. An employee who is selected to serve on a jury.

B. Payment for Jury Duty

1. All employees will receive their regular daily pay rate/salary from Salus during the period of jury duty as long as they are in an active pay status throughout the duration of the jury duty and have provided notification to their supervisor and documentation of the dates of the required appearance.

2. Employees may retain any compensation/voucher received from the court (or other source) in connection with the Jury Duty.

3. Employees released from jury duty after only serving part of a day must contact their supervisor to see if they will be needed to complete the remainder of their work schedule.

Court appearances that are related to employees' personal matters are not considered Jury Duty. Employees may use vacation or personal time for time away from work related to this purpose.

Court appearances related to University legal matters are not considered Jury Duty. Employees required to participate in University related legal matters will be paid their normal hourly rate/salary.