



Policy

Title:	Jury Duty
Effective Date:	May 15, 2017
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	
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, but does not include matters covered by Salus' Domestic Violence or Sexual Assault Leave Policy.

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 called to jury duty or issued a subpoena for a legal issue related to Salus University must notify his/her supervisor as soon as possible indicating when he/she is required to report. A copy of the official subpoena must be submitted to the University's Chief of Staff/Counsel.
4. An employee who is selected to serve on a jury or as a witness for a court case related to Salus University must notify his/her supervisor immediately so that arrangements can be made for maintaining service in his/her department. A copy of the official notice is to be submitted to the University's Chief of Staff/Counsel.

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 the 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.
4. Court appearances that are not for jury duty or University-related cases are not considered jury duty and will not be paid as such. Employees may use vacation or personal time for this purpose.