

HIGHLAND COMMUNITY COLLEGE
PERSONNEL POLICY

Page 1 of 1

SUBJECT: Jury Duty/Subpoena

BOARD OF TRUSTEE APPROVAL: 6/12/91

EFFECTIVE DATE: 7/1/91

Full-time employees shall not sustain loss of their regular compensation or any loss of their fringe benefits when called on for jury duty or to testify at the order of a court or other agency of government or on request of the institution.

If an employee loses time from work for jury or witness service, the regular institutional compensation is reduced by the amount of compensation, if any, received for such service. The amount of reduction, however, shall not exceed the amount the staff member would have earned by working.

Compensation received for travel expenses and meals will not be used to reduce regular institutional compensation.

Staff members who do not lose time from their assigned schedule of work, but who nevertheless perform jury duty service or testify pursuant to a subpoena within the eight-hour period immediately preceding their regular shift, may, at the staff member's request, have an amount of time off work with pay at their regular salary plus any applicable premium, equal to the time they were required to spend in court during that preceding eight-hour period. In such case, staff members are to be paid for this time off, with fees offset against such pay, in the same manner as if they had lost time from work.

Staff members who are required to report for jury duty or testify pursuant to a subpoena following completion of a shift that ends after midnight will be excused from work at midnight and paid for such lost time at their regular salary plus any applicable premiums. Jury duty and witness fees shall be offset against such pay in the same manner as if staff members had lost time from work while performing the jury or witness service.

Should the release of a staff member create a hardship for the department involved, the supervisor may contact the Vice President of Finance and Operations for deferral instructions.

Vacation and sick time accruals are not affected by time spent on jury or witness service.