

## Title: Jury Duty Policy

- ☐ Initial Action: 6/21/1979
- ☐ Board Resolution: 79-116, 20-017
- ☐ Last Revised
  - ☐ Policy: January 2020
  - ☐ Procedure: January 2024
- ☐ Last Reviewed: January 2024
- ☐ Effective: January 2024
- ☐ Next Review: January 2027
- ☐ Responsibility: Executive Director of Human Resources

### **Policy:**

Cecil College recognizes that jury duty is a civic responsibility. All fulltime employees that are called to jury duty shall be excused from work, with pay for the period of duty required. All part time employees, shall be excused from work without pay, but may request to make up their shifts to their supervisor. No adverse employment action will be taken against employees due to their service as jurors. Employees may retain all compensation or fees received for serving as jurors.

### **Procedure:**

- An employee who receives a summons for jury duty, a or subpoena as a court witness, should immediately submit a copy of the summons to Human Resources. Employee should coordinate with immediate supervisor to review the required amount of time away from work and to discuss how the employee's work will be handled in their absence.
- Upon completion of the employee's jury duty, the employee should submit to Human Resources proof of service provided by the court. Full time employee's leave provided under this policy will be paid. Part-time employees that have requested to make up their shift(s) must receive supervisory approval. Supervisors may approve and/or deny a make-up shift based on the department's budget and needs.
- Employees released from jury service are expected to report to work. However, if the employee reports for jury service for four or more hours (including travel time), they will not be required to return to work for a shift that begins on or after 5:00 p.m. on the day of jury service or before 3:00 a.m. on the day following jury service.