

# 1 **Jury Duty and Court Service**

2 Effective: Moved to Policy Library from UPM 3.5(7)

3 Updated/Revised: May 1, 2009

4 Contact: [Employee/Labor Relations](#)

## 5 **Introduction**

6 The courts may summon university employees for jury duty or court service during regular working hours.

## 7 **Policy Statement**

8 When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness or serves as a  
9 member of a jury in any public or private litigation, he or she will be entitled to keep the **reimbursement** for mileage,  
10 meals, or other expenses as paid by the court.

11 If the employee is in regular pay status, **compensation** provided by the court for jury or court service must be  
12 remitted in cash or personal check to the Payroll Office. Otherwise, the employee must be on vacation or leave  
13 without pay.

## 14 **Resources**

### 15 **Links**

- 16 • [Payroll Office](#)
- 17 • [AFSCME Contract and other Organized Merit Information](#)