

# Jury Duty and Court Service

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

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Contact: [University Human Resources \(UHR\) Employee/Labor Relations Office](#)

## Introduction

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

## Policy Statement

### Reimbursement

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

### Compensation

If the employee is in regular pay status, compensation provided by the court for jury or court service must be remitted to Iowa State University. If after 60 days funds have not been received by Iowa State University, the equivalent reported days will be deducted as vacation or marked as leave without pay if no vacation is available. Jury duty compensation provided by the court must be remitted in original check or personal check to Iowa State University Payroll for processing.

## Resources

### Links

- [UHR Time and Absence Information](#)
- [Payroll Office](#)