

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 435.8		
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	Last Revision Date:	10-25-95	
Effective Date:			
Section:	Personnel	Subject:	Jury Duty

PURPOSE

Leave for jury duty is to allow employees to fulfill their civic duty by serving as a juror or appearing as a subpoenaed witness.

PROCEDURE

1. Notification and Request Procedure
 - 1.1 A copy of the jury duty notification letter or subpoena must be submitted to the supervisor when received.
 - 1.2 The supervisor will make plans to adjust the employee's work schedule if necessary.
 - 1.3 When called to report for jury duty or to appear as a witness, the employee must notify the supervisor as soon as possible.
2. Calculating Time
 - 2.1 All time taken for jury duty or to appear as a witness must be tabulated and submitted on a "Request for Leave" form covering the total time taken for jury duty during a period of work assignment.
 - 2.2 Released time for jury duty or witness appearance will include one hour before and one hour after actual jury duty. If the time frame allows at least 1 1/2 hours of continuous work time, the employee will report for work.
3. Charging Jury Duty

Employees called for jury duty or subpoenaed as a witness will be excused from College duties with no leave charged.
4. Reimbursement to the College

Pay received for jury duty or appearance as a witness (exclusive of per diem and travel) will be submitted to the College cashier or a deduction of such amount will be made from the employee's salary.