



## **BOARD POLICY**

**BOARD POLICY SERIES NUMBER: 318.07**

**TIT LE: JURY DUTY AND OTHER COURT APPEARANCE**

See ACEUCC and UCCFA collective bargaining agreements.

An employee shall be granted leave with pay for service upon jury or in those instances where the employee is subpoenaed to appear as a witness and is not a party in the litigation.

The College shall receive any employee jury duty or court appearance compensation that exceeds compensation for travel and expenses. A copy of the jury or witness pay voucher is to be submitted to the Business Office.

During the period of jury or witness duty, the employee must report for work promptly after the required appearance has terminated unless excused by the supervisor.

DATE OF ADOPTION:

DATE(S) OF REVISION(S):

DATE OF LAST REVIEW: 04/26/11 by CC

**TITLE:**