

JURY & COURT DUTY

POLICY NUMBER: ADM-JURYCOURTDUTY

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF HUMAN RESOURCES OFFICER

RESPONSIBLE OFFICE: HUMAN RESOURCES

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 4/12/19

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS 4 YEARS – 4/12/23

SUPERSEDES POLICY DATED: COURT & JURY DUTY

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University (NKU) recognizes an employee's responsibility, when subpoenaed, to serve on a jury or to testify as a court witness. A regular full-time employee will be granted the appropriate time off without loss of pay.

II. ENTITIES AFFECTED

All regular and contract employees. Part-time and temporary employees in the Staff classification are not covered.

III. RESPONSIBILITIES

Employees – Employees must notify their supervisor of the need for time off and provide their supervisor with a copy of the subpoena.

Supervisors – Supervisors must maintain a copy of the subpoena, determine approval of time off, and evaluate if there are any shift changes that might need to be made.

IV. PROCEDURES

Court compensation – The employee will be permitted to retain jury duty compensation so as to help defray any expenses while serving on a jury or as a subpoenaed court witness.

Return to work – If the employee is not required to be in court for the entire shift, the employee must return to work for the remainder of the shift, if at least half or more of the shift remains.

Provisions for evening and night shift – Special provisions can be made for employees that work a shift that is not NKU's primary business hours (i.e. an early, evening or night shift). The supervisor will work with Human Resources to determine any changes to schedule that need to be made.

Coding of approved time off - The approved time off should be coded under the Jury Duty absence code 3270.

V. EXCEPTIONS

Employees who appear in court on their own behalf must use their own accrued vacation time. If vacation time is not available, unpaid vacation time must be utilized.

VI. REFERENCES AND RELATED MATERIALS

RELATED POLICIES

Faculty Policies and Procedures Handbook, Section 12.2, "Jury Duty and Court Appearances"

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision & Name Change	April 12, 2019
Policy - Court & Jury Duty	

JURY & COURT DUTY

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish K. Vaidya

Date

4/12/19

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 5/8/19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Wendy Peck

Date

5/10/19

Print Name

Wendy Peck