

Court Service / Jury Duty, 2.16(a)
Chapter 2: Personnel

When an employee is summoned or subpoenaed for court service, as defined in Court Service / Jury Duty Policy 2.16, the following steps should occur.

I. Process:

- a. Employee will immediately submit a copy of the summons or subpoena to his/her Supervisor. The Supervisor will forward the summons or subpoena and documented coverage of work functions to the Office of Human Resources.
- b. The employee will not have the time away from work charged against any College paid leave time and will not lose pay due to this absence.
- c. Documentation from Clerk of Courts must be presented to the supervisor who will forward to the Office of Human Resources.
- d. An employee excused or discharged from court service before the end of the employee's normal work day shall report to work as soon as possible after being excused or discharged.

II. Compensation

- a. Court reimbursement of personal expenses such as transportation, parking costs, and meals made to the employee need not be turned over to the College.
- b. If payment for service is made to an employee by a court or other outside agency, in excess of fifteen dollars per day, the employee is required to submit compensation to the Business Office. The Business Office will return compensation to the Treasurer of the State of Ohio.
- c. If an employee receives any compensation for court services where performance of these services falls outside his/her normal working hours, the compensation may be retained by the employee.

Related Policies and / or Procedures:

[Court Service / Jury Duty Policy 2.16](#)

History:

	Date:	Reason:
Issued:	10/19/2022	Original Issue Date
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy or procedure covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.