

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the 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.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

JURY DUTY/COURT APPEARANCE

Policy 6.8
BOT 6-18-96

Applies to: Faculty and Staff

Faculty or staff on regular contract of at least 50% FTE who are subpoenaed to serve on a jury or as a witness will be granted excused absence from work. Full pay will be authorized for the performance of such services. To be eligible for full pay, subpoenaed individuals are expected to notify their supervisor upon receipt of subpoena, as to hours and dates that they will be off work. When individuals are released from this service, they are expected to return to work.

Absence for jury duty or to serve as a subpoenaed witness shall be documented on the Absence From Duty Form by faculty, administrative, and professional staff and on a Time Adjustment Form by support staff.