

**Court Service / Jury Duty, 2.16**  
**Chapter 2: Personnel**

**Responsible Office: Human Resources**  
**Applies to: Faculty and Staff**  
**Approved: 10/19/2022**

**Policy:** Rhodes State College recognizes the civic duty of its employees to participate in a court service.

**Guidelines:**

**I. Definitions:**

- a. **Court Service:** A situation in which an employee is summoned for jury service or subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of a witness, except when the employee is party to a civil criminal action.

**II. Compensation during Court Service:**

- a. An employee who is summoned or subpoenaed will not have time away from work charged against any College paid leave time and will not lose pay due to this absence unless the employee is a party to a civil or criminal action or summoned to testify as a result of secondary employment outside of the service of the College.
- b. Any compensation or reimbursement for jury duty or for court attendance compelled by subpoena in excess of \$15 per day, when such duty is performed during an employee's normal working hours, is to be remitted to the Treasurer of the State of Ohio.

**Related Policies or Procedures:**

[Court Service / Jury Duty Procedure 2.16\(a\)](#)

**Compliance References:**

[Ohio Administrative Code 123:1-34-03\(C\)](#)

**History:**

	<b>Date:</b>	<b>Reason:</b>
<b>Issued:</b>	10/19/2022	Replaces Jury Duty / Court Appearance Policy 6.8 board approved 6/18/1996
<b>Revised:</b>	MM/DD/YY	

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