

To provide income protection while an employee carries out his/her civic responsibility, the college pays full-time and regularly scheduled part-time employees his or her regular day of pay (no leave charged) for time spent serving on jury duty. Income received from the court is to be signed over to the college.

(A) Jury duty.

- (1) Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his/her supervisor. The employee is required to provide copies of the subpoena or jury summons to his/her supervisor and human resources who will forward to payroll.
- (2) The supervisor will verify the notification and make scheduling adjustments to accommodate the employee's obligation. The supervisor will also provide court documentation to human resources for processing.
- (3) Employees appearing as a plaintiff, defendant or for nonsubpoenaed court appearance will not receive paid time off. Vacation, personal or unpaid time should be used for these instances.

(B) Military leave.

- (1) The college intends to follow Uniformed Services Employment and Reemployment Rights Act ("USERRA") in dictating its military leave policy.
- (2) USERRA prohibits discrimination against persons because of their service in the armed forces reserve, the national guard, or other uniformed services. USERRA prohibits an employer from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services. USERRA also protects the right of veterans, reservists, national guard members, and certain other members of the uniformed services to reclaim their civilian employment after being absent due to military service or training.
- (3) You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:
 - (a) You ensure that your employer receives advance written or verbal notice of your service;
 - (b) You have five years or less of cumulative service in the uniformed services while with that particular employer;
 - (c) You return to work or apply for reemployment in a timely manner after

conclusion of service, and:

- (d) You have not been separated from service with a disqualifying discharge or under other than honorable conditions.
- (4) If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.
- (5) The complete USERRA guidelines are posted outside of the human resources office.

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CERTIFIED ELECTRONICALLY

Certification

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Date

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