Allegany College of Maryland
JURY DUTY AND COURT APPEARANCES

Adopted date 1983
Revised Date (if applicable) 1993; 2022
Approved by Board of Trustees 9/19/2022
Implementation Date 9/19/2022
Type of Policy - Leave

BACKGROUND AND PURPOSE

Allegany College of Maryland recognizes the right to participate fully in the democratic process of government. Employees are encouraged to serve as jurors or fulfill their court-related, civic obligations. Allegany College of Maryland provides eligible employees paid time off to do so without change in status or loss of pay.

POLICY

I. POLICY STATEMENT

The college grants paid leave when employees are summoned to serve for jury duty or subpoenaed to appear in court as a witness during scheduled work hours. Employees who are summoned to appear in court for other reasons may use paid leave or leave without pay.

II. ELIGIBILITY

Employees eligible for paid leave include full-time faculty and staff and part-time regular budgeted faculty and staff.

III. NOTIFICATIONS

The faculty or staff member should promptly notify their immediate supervisor upon receipt of a summons or subpoena. A copy of the summons or subpoena must be provided to the supervisor and to the Human Resources Office.

Individuals summoned for jury duty or appearing as subpoenaed witnesses are expected to work during scheduled hours whenever court is not in session or when their presence in court is not required. When jury duty does not consume the employee's entire scheduled work shift, the employee is expected to fulfill the remainder of the shift to the extent possible.

During extended periods of jury duty, the employee is expected to stay in contact with the supervisor on a regular basis, and assist in coordinating work during their absence.

IV. PAY AND COURT REIMBURSEMENTS

While on approved jury duty or as a subpoenaed witness, the employee will be paid at their normal rate of pay. Jury duty or court appearance absences shall be entered in Self-service Time Entry and categorized as "jury duty".

Additionally, the employee may keep the court's compensation and reimbursement for travel.

V. ADMINISTRATION

The Human Resources Office is responsible for implementation, administration, and oversight of this policy. Questions can be directed to the Human Resources Office.

VI. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to employees.