



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:34

Jury Duty Pay

COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Bargaining Unit Employees

[Board of Trustees Employee Definitions](#)

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

BOT POLICY

Sec. 6-700. Statement of Principle. The University provides various benefits to its full-time employees to allow them to take time off from their work duties. The President, or his/her designee, shall develop policy and procedures regarding the accumulation, use and other administrative consideration of these benefits. The collective bargaining unit agreement will define the benefit for employees covered under the terms of such agreement.

Sec. 6-707. Jury Duty: This section shall apply to non-temporary full-time non-bargaining employees. An employee on jury duty will be paid the difference between the pay received for jury duty and pay regularly received for normally scheduled hours. Employee benefits will continue to accrue while the employee is on jury leave excepted as otherwise required by law.

Sec. 6-502. Types of Leaves of Absence.

7) Jury Duty Leave: All University employees will be granted time off to fulfill their required obligations to serve on Jury Duty. Jury Duty leave is unpaid unless the employee meets the eligibility under the Board of Trustees [Jury Duty](#) policy.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. If called to serve on Jury Duty, the employee must notify his/her supervisor as soon as possible.
- II. If selected, the juror will be excused from work as necessary to perform his/her civic obligations. If the juror is required to perform jury duty on only part of his/her scheduled workday, or is released from jury duty, the juror must return to work for the balance of that day.
- III. If an employee is scheduled to work the evening of jury duty, or the night before, the employee's supervisor will adjust the employee's schedule as needed.
- IV. Paid jury leave benefits do not apply to service as a witness, unless specified in the applicable bargaining unit contract.
- V. Part-time and temporary full-time employees who are called for jury duty service will be given the time off from work but will not be paid for the time served on jury duty.
- VI. The following procedure will be followed relating to payment of wages:
 - A. Employee will receive base wages for the day.
 - B. Employee will eventually receive a check from the court for the jury duty pay plus mileage reimbursement.
 - C. The employee should make a copy of the court check, and the check stub. Employee is to send the copied paycheck and pay stub to the Payroll Office.
 - D. Employee may cash the court check.
 - E. Payroll will then deduct the daily jury duty payment (not the mileage) from the employee's next paycheck.

RESPONSIBILITY

Employee: The employee's supervisor must be informed as promptly as possible. Employee must complete the excused absence form, indicating "Jury Duty". Employee must follow the payroll procedure defined in the Procedures section once he/she receives his/her jury duty check from the court.

Supervisor: Release the employee from work. Process payroll slips.

Refer Questions To: Human Resources or Payroll (relating to payroll issues)