RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

RUTGERS POLICY

Section: 60.1.23

Section Title: University wide Human Resources Policies and Procedures

Policy Name: Jury Duty

Formerly Book: 3.6.13, 60.3.12

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 9/1972

Revisions: 8/1986, 8/2/06 (Updated titles), 7/1/2013; 2/6/2014

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
   The University provides time off employees who are summoned for jury duty.

2. **Reason for Policy**
   To provide guidelines for employees who are required to serve on a jury.

3. **Who Should Read This Policy**
   All members of the Rutgers University community.

4. **Related Documents**
   None.

5. **Contacts**
   University Human Resources: 848-932-3020

6. **The Policy**

60.1.23 JURY DUTY

Rutgers shall grant time off with full normal pay to those staff members who are required to serve for jury duty or who are subpoenaed to appear as witnesses for University-related matters during such periods as the staff member is actually serving. If jury duty or testimony does not require a full day, it is expected that the employee will return to his/her duties.

If a staff member whose regular work schedule is an afternoon or night shift is required to serve on jury duty or who are subpoenaed to appear as witnesses for University-related matters during non-shift hours, the staff member will be released from his/her scheduled work shift on the date(s) of jury duty or testimony for an amount of time equal to the non-shift hours spent in jury duty or testimony, not to exceed the number of hours in his/her regularly scheduled workday.

Staff members are required to submit to their supervisors the notification of jury duty upon receiving it and to submit verification of daily attendance upon return to work.

Staff Members are required to inquire about and comply with state and federal rules and regulations governing jury duty compensation and public employment.

Always refer to the appropriate collective negotiations agreements for any variations or additional details in the above policy. Below is a link to the collective negotiations agreements.

http://uhr.rutgers.edu/policies-resources/collective-negotiations-agreements