



HUMAN RESOURCE POLICY & PROCEDURE

Topic: **COURT REQUIRED SERVICE POLICY**

Policy #:

Version: 1.0

Updated Date: May 2008

Purpose: To establish guidelines and provisions for Roger Williams University (the "University") employees who are summoned to court for jury duty, a witness/party in a sanction proceeding or by subpoenaed service.

Scope: This policy applies to all employed in full-time, permanent positions and part-time, permanent positions by the University, subject to the terms herein and to the provisions of governing collective bargaining agreements (CBAs) for those recognized by same. Where there is conflict between the CBAs and this policy, whether by inclusion or exclusion of terms, the CBA's express terms only govern.

Policy:

I. Jury Duty

Jury Duty is an important civic duty respected by the University. An employee called to serve on a jury shall be released from duty to the University, without loss of regular pay, for that period of time actually required to serve. If and when excused from jury duty with more than one half (½) day remaining (or assigned class and/or office hours scheduled and remaining) in an employee's workday, driving time to the University inclusive, the employee is expected to report to work. Validation of service day(s) and time(s) shall be provided to the University upon request.

II. Witness/Party in University-Sanctioned Proceeding(s)

Employees scheduled to appear as either a witness or a party before a judicial, administrative or legislative tribunal of competent jurisdiction, when such appearance is part of the University-sanctioned job function, shall be released from regular reporting to work without loss of regular pay, for that period of time actually required to serve. If and when excused from the University-sanctioned proceeding with more than one half (½) day remaining (or assigned class and/or office hours scheduled and remaining) in an employee's regular workday, driving time to the University inclusive, the employee is expected to report to work. Validation of service day(s) and time(s) shall be provided to the University upon request. Where an employee is directed or requested by University to participate in a proceeding, as outlined above, and only in that instance, that employee will be reimbursed for their additional travel beyond that required to and from work. Reimbursement will be in accordance with University policy and procedure for business-related travel.

III. Subpoenaed Service

Subject to the conditions as set out herein, employees required, by properly authorized subpoena, to appear before a judicial or administrative tribunal of competent jurisdiction as a non-party witness in which they have no pecuniary, personal or proprietary interest shall be released with pay from duty to the University for that period of time actually required to appear and remain. Properly released, subpoenaed appearance is otherwise considered as unpaid release by operation of this policy. If and when excused from subpoenaed duty with more than one half (½) day remaining (or assigned class and/or

office hours scheduled and remaining) in an employee's regular workday, driving time to the University inclusive, the employee is expected to report to work. Validation of service day(s) and time(s) shall be provided to the University upon request.