



STAFF EMPLOYMENT MANUAL

Title: 5.0 Benefits

Chapter: 5.11 Jury Duty and Legal Proceedings

Issuance Status and Effective Date: July 2011

1. General

This policy covers regular full-time staff who are absent from work due to involuntary state or federal court service as a juror, as a subpoenaed general witness, or as an expert witness either subpoenaed or, with prior University approval, as a volunteer. It provides full salary continuation during such service. Any payment received for jury duty or witness service must be returned to the University of Hartford.

- a. The University reserves the right to request an excuse or postponement of jury duty for any employee if, in the supervisor's judgment, the employee's services are vital to the operation of the department.
- b. Employees receiving the benefit of this policy are expected to report for work whenever reasonably possible while in service of the court.
- c. The University reserves the right to change the Jury Duty and Legal Proceedings Policy as it deems necessary.

2. Processing

- a. Notice of court service should be submitted to the immediate supervisor as soon as possible.
- b. Court documents connected with jury or witness duty, such as a subpoena, summons or jury pay schedule, must be presented to HRD to be retained in the employee's personnel file.