



Employee Policies BP 01- 15

Board Policy: JURY/WITNESS DUTY

GCC in compliance with the state law will provide for time off when an employee is called to serve jury duty or participate as a witness in a trial provided he/she gives reasonable notice, unless the court releases him/her from service.

It is the policy of GCC for employees to provide jury service during periods when the continuity of instruction and school operations will not be adversely affected. To this end, employees called to service during such times, are required to submit a written postponement request for a period when the school is not in session such as: winter, spring or summer breaks. If it is decided by the Jury Commission that an employee will serve jury duty, full-time employees, or part-time employees listed on the salary schedule (not including hourly or substitute employees), will be eligible to receive paid time off for this purpose, not to exceed ten (10) working days of their normal salary during their required absence from duty.

Upon receipt of a summons to appear for jury duty, the employee will present the notice to their supervisor AND the Human Resources Department.

The Employee may be requested to provide written verification from the court clerk of the employee's performance of jury service. If work time remains after any day of jury selection or jury duty, the employee will be expected to return to work for the remainder of their work schedule. Failure to submit proof of service may result in a reduction of salary on an hourly or per diem basis.

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