

## CAL POLY POMONA FOUNDATION, INC.

### POLICIES AND PROCEDURES

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<b>Subject:</b>	<b>Jury Duty</b>	<b>Policy No.</b>	<b>217</b>
<b>Reference:</b>	<b>225-II-C, 298-II-D</b>	<b>Old No.:</b>	<b>1990-1</b>
		<b>Date:</b>	<b>10/29//90</b>
		<b>Revision:</b>	<b>6/13/00</b>

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#### **PURPOSE**

Allows Foundation benefited employees to perform their civic obligations, but establishes a limit on the number of days the Cal Poly Foundation, Inc. will pay for time off for jury duty.

#### **POLICY**

If a benefited employee is called to serve on jury duty, the Foundation shall pay his/her regular salary while serving on jury duty up to a maximum of 20 scheduled working days within a 24-month period.

#### **ELIGIBILITY**

The policy is applicable to employees with full benefits. Employees working less than 20 hours per week, temporary employees, on-call and student employees are not eligible for this benefit.

An employee will not be paid for jury duty for any day he/she is not scheduled to work.

An employee who is called for jury duty, but is dismissed from serving after reporting to the court, is expected to report to work for the remainder of the workday. An employee who is scheduled to work an afternoon or evening shift will have his/her work schedule adjusted on a case by case basis so that a day of jury duty service and the work scheduled equal not more than one working day.

#### **PROCEDURE**

The unit manager should be notified immediately if the employee receives a notice to appear for jury duty. A copy of the notice must be submitted to the Foundation Payroll office to verify the eligibility for jury duty pay.

Upon completion of jury duty, stipends received for jury duty, excluding travel expenses, are to be remitted to the Foundation payroll office within 45 days following the completion of the employee's jury service. The employee may request use of accrued vacation time if required to serve on jury duty more than 20 days or the employee may take the time off without pay.