

1	<u>NMC Parameters</u>	1444.00
	Staff Policy	

1444.00 JURY DUTY AND COURT SERVICE

When an employee is called for jury service, the supervisor shall be given notice, and leave with pay will be granted in proportion to the scheduled working hours. Any juror's fees received by the employee shall be paid to the college, except for mileage allowance, unless the employee elects to take a vacation day that is approved by the supervisor.

When an employee is subpoenaed to serve as a witness in a court action involving the board or arising out of their employment, a leave of absence with pay will be given for the time required for such court appearance in proportion to the scheduled working hours.

Any witness fees resulting from court service shall be paid to the college minus legitimate documented expenses, unless the employee elects to take a vacation day that is approved by the supervisor.

AUTHORIZATION OF ADMINISTRATIVE POLICY

President's authorization: _____

Date authorized: _____ Effective Date: _____