

# USM Bylaws, Policies and Procedures of the Board of Regents

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## USM HR Policy Review Sheet

**Policy Number: VII – 7.21**

**New Policy Title: Policy on Jury Service for Regular Nonexempt and Exempt Staff Employees**

Old Policy Title: Policy on Jury Service for Administrative and Classified Personnel

1. Policy Application:  Nonexempt Staff  Exempt Staff  Faculty  Contingent Staff  
 All  Other: \_\_\_\_\_

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: \_\_\_\_\_

Clarifications: \_\_\_\_\_

Transfer to another policy or chapter: \_\_\_\_\_

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: \_\_\_\_\_

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VII-7.21 POLICY ON JURY SERVICE FOR ~~ADMINISTRATIVE AND CLASSIFIED PERSONNEL~~ REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents, February 28, 1992; Amended May 7, 1993; Amended  
\_\_\_\_\_, 2015)

I. PURPOSE AND APPLICABILITY

To establish a leave category called Jury Service for all regular ~~administrative and classified~~ Nonexempt and Exempt Staff employees which permits an employee, under certain circumstances, to be absent from duty without loss of any pay or without charge to the employee's accrued leave.

II. GENERAL

An employee who is selected for jury duty shall notify the immediate supervisor of this selection without delay. An employee, regardless of shift assignment, who is on jury duty shall be permitted to be absent without loss of pay or charge to any leave for the day(s) of jury service. Upon request, the employee shall be responsible for providing documentation which verifies attendance. If, after reporting for jury duty, it is determined that the individual's services are not required and the individual is dismissed for the day, then the individual, time permitting, is required to return to the job.

**IMPLEMENTATION PROCEDURES**

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its Institutional website.

~~Each Chief Executive Officer shall develop procedures as necessary and submit a copy to the Chancellor.~~