

2.14.15 Jury Duty

Jury duty is recognized as a civic responsibility. Employees are encouraged to fulfill their obligations with regard to this service as citizens of the community. KCTCS shall pay employees their regular salary for time served on jury duty. Employees shall submit to their supervisor a copy of the call to jury duty as soon as possible after receipt.

Upon completion of jury duty each day, employees shall report back to work as soon as possible to resume their assigned work responsibilities. If employees are dismissed too late to return to work before their shift ends, or if they work a second, third or other variable work shift on a given day, employees shall report to work at the beginning of their next assigned work shift. Employees shall receive instructions from their supervisor, in advance of the assigned period of jury duty, for any further specific reporting expectations. Supervisors are encouraged to accommodate employees on second or third shifts whose jury duty interrupts normal sleep schedules.

Employees shall be permitted to retain jury duty compensation, if received, in addition to their regular salary from KCTCS for paid time off for jury duty to help defray expenses while serving on a jury.

<u>6-22-98</u> Approval Date	<u>5-23-06</u> Date(s) of Last Review	<u>5-23-06</u> Date(s) of Last Revision <i>(Include all dates in chronological order)</i>
(SIGNED)	5-23-06	(SIGNED) 5-23-06
<u>Recommended by</u>	<u>Date</u>	<u>President, KCTCS</u> <u>Date</u>