

Rock Valley College

Jury Duty/Compulsory Witness RVC Administrative Procedure (3:30.080)

Purpose

The purpose of this administrative procedure is to ensure equitable administration of time off for employees called to serve on a jury, or as a witness if subpoenaed, ensuring that employees are granted appropriate time off in accordance with college policy and applicable collective bargaining agreements.

Definitions

Grand Jury: A group of citizens who review evidence presented by prosecutors to decide whether there is enough probable cause to formally charge someone with a serious crime.

Jury Duty: Jury duty is the civic responsibility to serve on a jury, which is a group of citizens chosen to make a decision in a legal case.

Witness Subpoena: A Witness Subpoena is a court order requiring a person to appear in court on a certain date and testify as a witness, usually in a trial.

Scope

This procedure applies to all employees of the College who are called to serve on a jury, or as a subpoenaed witness.

Procedure

1. Employees must notify their immediate supervisor as soon as possible after receiving a jury summons or subpoena. A copy of the jury duty summons or subpoena should be provided to the supervisor and forwarded to Human Resources for documentation in the event that they are selected for participation.
2. Once an employee has notified their supervisor of a jury duty summons or subpoena as a witness, both the supervisor and the employee shall notify the Payroll Department via email, confirming the employee's absence and specifying the dates of leave. The Payroll Department will document this information in the employee's payroll record.
3. Full-time and continuous part-time employees shall be granted time off without loss of pay for jury duty or to serve as a witness if subpoenaed.
4. The employee is required to return to work immediately after their duty concludes.

Collective Bargaining Agreements

This procedure will be administered in accordance with applicable provisions of the College's collective bargaining agreements.

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Reference: Board Report 2301
Implemented: March 24, 2009
Revised: November 26, 2025