



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 655
Title: Jury Duty and Court Procedures**

Cochise College encourages all of its employees to accept the obligation and the privilege of serving on a jury when called for duty. All full-time and part-time employees required to appear for jury duty or to testify in court proceedings at the time they are scheduled for work, shall be excused from their assigned duties as necessary as per Arizona State Statute.

**Procedure: 655.1
Jury Duty**

- a. An employee who is called to jury duty shall advise his or her supervisor of the scheduled date or dates as soon as the employee is certain when he or she will be required to report.
- b. As a condition for payment for jury duty, an employee must submit to his or her supervisor a copy of the payment records received by the employee for jury duty upon return to work.
- c. The amount of compensation to be provided to the employee during jury duty will be the difference between the employee's full salary for regularly scheduled work and the amount of the jury fee, excluding travel expenses, received by the employee.

**Procedure: 655.2
Court Duty**

- a. An employee who is required or requested to provide testimony in connection with any work-related incident, in a deposition, trial or other hearing, shall be compensated in the same manner as for other work for the college.
- b. An employee who may be required to participate in any private litigation or deposition will be required to take either annual leave, personal leave or a leave of absence without pay.

**Procedure: 655.3
Reporting**

Employees are responsible for reporting leave taken through the online reporting system and supervisors are responsible for verifying leave taken is reported accurately. If an employee is unable to submit leave taken in time for payroll processing, the supervisor will send the leave taken amounts to payroll for proper accounting.