

## **Citizenship Service Jury Duty**

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The University reminds employees of the following state regulations: “Employees may be required to serve on a jury for any court. Employees who perform jury duty will receive their regular salaries only if they remit to the State the jury duty fees collected for performing such jury duty. Employees are to seek the collection of jury duty fees and not waive such fees. Court payment for travel expenses, however, are to be retained by employees. If employees elect to retain the jury duty fees, such jury duty time off is not compensable, but vacation or compensating time off may be applied for the corresponding period of jury duty (providing sufficient vacation or compensating time off balances are available).”

### **CSU Policy On Night Court Jury Duty**

An employee summoned for evening jury duty shall be temporarily reassigned to a shift beginning at 1:00 p.m. The employee should be released from duty in sufficient time to reach the court at the required reporting time. Employees who are excused from service for one or more days during their service shall report for jury duty during their regular working hours.

For questions regarding this policy, please contact Human Resources at 559.278.2364. For represented employees, please refer to the respective collective bargaining agreement for additional information and for rules that apply to witness fees.

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Approved:  
Reaffirmed by AVP, Human Resources (Minor Updates):

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