

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.26

Title All Personnel

Jury Duty Leave

Employees will be excused from work for jury duty. The employee shall receive full salary based on his/her regularly scheduled work day. Payment received for jury duty, other than mileage, will be paid over to the College. If the employee is dismissed from jury responsibilities prior to the middle of his/her workday, he/she shall report to work for the remaining schedule.

Employees working on second/third shifts, or on some schedule other than usual daytime hours, will be excused from their duties if required, in part or in whole, depending on the circumstances. Only that portion of jury duty pay equivalent to the time missed from work will be due the college.

Date of adoption 11/17/86

Legal Reference: (Code of Iowa)

Date of last revision _____

20.9; 607.A

Date of current revision 12/11/95

Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE
