



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

<b>Subject: Jury Duty</b>	
<b>Department: Payroll Services</b>	<b>Reference No.:</b>
<b>Division: Administration &amp; Finance</b>	<b>Issue Date: November 1993</b>
<b>References: NA</b>	<b>Revision Date: October 2004</b>
<b>Web Links: Jury Duty Compensation HR 2004-22 CSU Leave Programs</b>	<b>Expiration Date: NA</b>

Since an employee receives regular compensation and benefits while performing jury service, an employee of the California State University may not receive the daily jury fee for jury duty in the state court. An employee called to jury duty in superior court, in both civil and criminal cases, is eligible to receive reimbursement for mileage at the rate of .34 per mile for each mile actually traveled in attending court as a juror after the first day. The employee may keep monies received for reimbursement of jury duty travel expenses.

An employee called to jury duty in the federal court during their regular work hours is entitled to their regular compensation and benefits but must remit the federal jury duty pay to the University. Payment for travel expenses received by the employee need not be remitted. If the employee elects to retain the jury duty fees, his/her time off for jury duty is not compensated. The employee may elect to use vacation or CTO to cover the time off.

An employee who receives initial notification that he/she is subject to jury duty shall notify the appropriate administrator. The employee is required to notify the appropriate administrator in writing prior to taking leave for jury duty. Verification of actual service for jury duty shall be provided by the employee when requested by the appropriate administrator.

Upon request, an employee in Bargaining Unit 2, 5, 7 or 9 on swing or graveyard shift who serves on jury duty shall be reassigned to the day shift. While on jury duty, an employee shall be assigned to a Monday through Friday day-shift schedule. An hourly employee shall be eligible for time off with pay for jury duty only for those hours he/she was scheduled to work.

**FORMS:** NA