



*University Staff (Dade County Police Benevolent Association
Law Enforcement Bargaining Unit (PBA))*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
JURY DUTY AND COURT APPEARANCES (PBA)	June 21, 2011	1740.140

POLICY STATEMENT (R*)

An employee summoned as a member of a jury panel, shall be granted leave with pay and any jury or witness fees shall be retained by the employee. Leave granted hereunder shall not affect the employee's vacation or sick leave balance.

An employee subpoenaed to represent the University shall have such duty considered a part of the employee's job assignment. The employee shall be paid travel expenses and incidentals. The employee shall give the University any fees received.

An employee is not paid for time off work because they were subpoenaed to appear in court for criminal or civil cases being heard in connection with the employee's personal matters, including but not limited to, appearing in traffic court, divorce proceedings, custody hearings, appearing as directed with a juvenile, etc. or service as a paid expert witness. The time off may be charged to accrued compensatory time (if applicable), vacation leave, or may be taken as leave without pay.

Applies to Law Enforcement Personnel:

If a sworn law enforcement employee is subpoenaed to appear as a witness in a job-related court case, not during the employee's regularly assigned shift, the employee shall have the option to either accept the witness fee or be granted a minimum of 3 hours which shall be counted as hours worked. The University reserves the right to change said employee's schedule in order to minimize or eliminate any overtime costs associated with the court appearance.

REASON FOR POLICY (O*)

To administer a policy regarding jury duty and subpoena for court appearances.

HISTORY (R*)

Adopted: March 7, 2005; Readopted: September 22, 2006, November 14, 2008, June 21, 2011.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p style="text-align: center;">Division of Human Resources Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p style="text-align: center;">Payroll & Employee Records Division of Human Resources 11200 S.W. Eighth Street – PC 220 Miami, Florida 33199 Telephone: (305) 348-2181</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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***R = Required *O = Optional**