

CBA Tip: *Jury Duty*

Did you know that if you are called to Jury Duty, the District is contractually obligated to continue to pay you at your regular rate while providing service? Details of this provision can be found in the CBA **Article F.12.0**.

Make sure you follow the correct protocol as follows: when you are called for jury duty, you need to immediately report the notice to your department chair and dean and provide a copy of the jury summons. Since we are all employees of a public agency and will continue with our regular rate of pay, we must reject any fees paid by the court. You can, however, retain any reimbursement for mileage. As a final step, your jury time card must be submitted to Payroll.

Please note that if your absence for jury duty would seriously impair the operation of the college, the dean or appropriate vice president may request that the faculty member seek a postponement of jury service, as allowed by the rules of the county for which the faculty member has been called for jury duty.