

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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ABSENCE DUE TO COURT SERVICE

Effective August 21, 2000

Procedure No. 3-11 (D)

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- (1) When an employee is summoned or subpoenaed for court service as defined in this policy,
  - (a) The employee will immediately submit a copy of the summons or subpoena to his/her administrator.
  - (b) The employee will not have the time away from work charged against vacation, personal business absence, or sick leave and will not lose pay due to this absence.
  - (c) Court reimbursement of personal expenses such as transportation, parking costs, and meals made to the employee need not be turned over to the college.
  - (d) An employee excused or discharged from court service before the end of the employee's normal work day shall report to work as soon as possible after being excused or discharged.
  
- (2) If an employee is subpoenaed to serve the court as an interpreter or as an expert witness and receives compensation other than personal expenses for this service, the following conditions will determine whether the compensation will or will not be retained by the employee:
  - (a) If an employee receives any monies for court services while the employee would normally be working at his/her assigned position, all monies paid for court services will be turned over to the Vice President for Business and Administrative Services within thirty days of receipt of these funds, or retained by the employee and the amount reported to the Vice President for Business and Administrative Services within thirty days for the purpose of deduction from the employee ' s net college pay.
  - (b) If an employee receives any monies for court services and performance of these services falls outside his/her normal working hours, these monies may be retained by the employee. Examples of this situation might be while the employee is on vacation, taking approved time off without pay, holidays, leave of absence periods, or time outside the normal working hours.
  - (c) With the administrator's approval, working hours may be adjusted in order to fulfill these court requirements while still maintaining the assigned workload within the area of

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responsibility. If such a substitution of hours occurs, all monies received for court services may be retained by the employee. All substitution of outside court time must occur within thirty days of the court service. If the substitution does not occur within thirty days, all monies paid for court services will be turned over to the Vice President for Business and Administrative Services within the next five days. The employee may retain the monies paid for court services by reporting the amount to the Vice President for Business and Administrative Services within the next five days for the purpose of deduction from the employee's net college pay. The administrator is responsible for maintaining accurate time records of the substitution of hours for purposes of future audit and verification.