



<b>Policy Number:</b>	<b>CS-1303-1984</b>
<b>Policy Title:</b>	<b>Jury and Court Witness Duty Policy</b>
<b>Policy Owner:</b>	<b>Chief Human Resources Officer</b>
<b>Effective Date:</b>	<b>September 1, 1984</b>
<b>Revision Date:</b>	<b>March 15, 2017</b>

### **1. Purpose**

This policy defines responsibilities and procedures for managers and employees when employees are required to serve as jurors or court witnesses.

### **2. Application and Scope**

This policy applies to all full time and part time employees. Bargaining unit members should also consult their respective Collective Agreements. Administrative staff should also consult the Terms and Conditions of Employment for Administrative Staff.

### **3. Definitions**

**"Court Witness Duty"** is when employees are subpoenaed to attend court or a proceeding as a witness by any court, agency, committee or body of persons who are authorized by law to compel the attendance of witnesses.

**"Jury Duty"** is when employees are summoned for jury service or serve as jurors.

### **4. Principles**

All employees are entitled to leave with pay while required to serve as a juror or court witness.

### **5. Accountability and Compliance**

#### **5.1 Accountability Framework**

This policy has been approved by the Senior Leadership Team.

#### **5.2 Compliance**

The Chief Human Resources Officer is responsible for monitoring this policy to ensure compliance on a regularly defined schedule.

#### **6.1 Management Responsibilities**

It is the responsibility of managers to comply with the Ontario Juries Act 1990 and allow employees a leave to attend jury or court witness duty. Individual departments are also responsible to ensure that employees who perform either jury or witness duty receive compensation and benefits as if they had been not

required to serve. Part time employees will be paid for the hours that they would have been scheduled to work while away on jury or witness duty. Managers must ensure that the department timekeeper records the employees' time away as Jury/Witness Duty in the Attendance Management System.

## **6.2 Employee Responsibilities**

It is the responsibility of the employee to notify their manager immediately upon receiving the notice of selection for jury duty or subpoena requiring an appearance as a witness and provide appropriate documentation to substantiate the court appearance.

Any fees paid by the Court to the employee shall be turned over by the employee to the College.

## **7. Policy Revision Date**

### **7.1 Revision Date**

March 2020

### **7.2 Responsibility**

The Chief Human Resources Officer is responsible for reviewing this policy every three years or earlier when required.

## **8. Specific Links**

Support Staff Collective Agreement

Academic Employees Collective Agreement

Terms and Conditions of Employment for Administrative Staff

Ontario Juries Act