



**SUBJECT:** Personnel

**POLICY:** 406.6 Jury Duty and Service as a Witness

**RELATED PROCEDURE:**

**EFFECTIVE:** October 2007

**REVISED:** March 2023

**REVIEWED:**

### **Introduction and Purpose**

This policy establishes uniform process for granting eligible state employees paid time from work to serve as a witness or juror. The Board of Regents has adopted the Department of Administration Jury Duty and Witness Leave policy for non-faculty employees in BOR Policy 708.1.1

### **Policy**

An employee who is under a proper summons as a juror or subpoenaed to serve as a witness shall, in accordance with 2-18-619, Montana Code Annotated, collect all fees payable as a result of the service and forward the fees to the College's fiscal office. Juror fees will be applied against the amount due the employee. If an employee elects to charge juror time against earned annual leave, it is not necessary to remit juror fees. Employees are not required to remit any expense or mileage allowance paid by the court.

The CEO/Dean may request that the court excuse an employee from jury duty if he or she is needed for the proper operation of the college.

### **Eligibility**

The college will grant employees leave to serve as a juror or as a witness when properly subpoenaed or summoned in accordance with Section 2-18-619 MCA.

### **References**

[Montana Code Annotated 2.18.619](#)

[Montana Operations Manual 3-0322](#)

Montana University System Policy [708.1](#), [708.1.1](#)

Collective Bargaining Agreements