New York University
UNIVERSITY POLICIES

Title: Jury Duty Policy – New York, District of Columbia, & California
Effective Date: January 18, 2019
Supersedes: October 17, 2016
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses jury duty for covered employees of New York University-New York & Washington, D.C.

This Policy also addresses jury duty and witness duty (i.e., when called to be a witness in a legal proceeding) for covered employees of New York University-California (hereinafter referred to as, “jury duty”).

To Whom the Policy Applies

This policy applies to all University employees, except: regarding NYU-NY, employees covered by a collective bargaining agreement (“CBA”) or other contract with provisions on jury duty, in which case the CBA or other contract shall apply.

Policy and Procedures

Leave Entitlement. While a covered employee is on jury duty, the employee will receive his or her regular base pay for the time that he or she would have worked had he or she not been on jury duty. On days when a covered employee is not required to be in court, he or she is expected to report to work.

Notice. The covered employee shall provide his or her supervisor with notice of his or her need to attend jury duty as soon as practicable, so that the appropriate arrangements can be made in his or her absence. The covered employee also shall provide his or her supervisor with a copy of his or her notice, summons, or subpoena to appear for jury duty.

Confirmation. The covered employee shall provide his or her supervisor with proof of his or her attendance at jury duty. Unless otherwise indicated by a covered employee’s supervisor, an employee can confirm that he or she was out on jury duty by logging into MyTime and selecting the reason for such use.