

**Sussex County Community College**  
**Policy No.: 200.27**  
**Area: Human Resources**  
**Adopted: June 28, 2016**

**200.27 Jury Duty Policy**

---

**PURPOSE OF POLICY**

To assist Sussex County Community College (“College”) employees in fulfilling their civic obligation when called upon for jury duty.

**GENERAL STATEMENT OF JURY DUTY POLICY**

Employees who are summoned for jury duty are permitted time off from their scheduled work day in accordance with law. Employees must provide a copy of their juror summons to their supervisor as soon as practicable so that, if necessary, appropriate coverage arrangements can be made.

The College shall pay full-time College employee summoned for jury duty their regular salary.