

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Jury Duty	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 5/8/24	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Specialist	<b>CEO APPROVAL DATE:</b> 6/11/24 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

Any employee summoned to report for Jury Duty during their regularly scheduled work hours will comply with that summons.

### **PURPOSE**

To establish uniform procedures under which NorthCare Network employees selected for jury duty are compensated.

### **DEFINITIONS**

N/A

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY – 1/1/15

REVISION DATE: 8/22/16, 6/23/17, 4/20/18, 2/15/19, 5/8/24

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/23/17, 4/20/18, 2/15/19, 11/24/19, 9/29/20, 7/27/21, 8/29/22, 7/18/23, 5/8/24

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 9/6/22, 8/1/23, 6/11/24

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

An employee who is summoned for jury duty is expected to obey the summons. The following process will be adhered to:

- The employee must notify their Supervisor and the HR Specialist.
- The employee is expected to return to work and complete their shift when released or utilize PTO with prior approval for the remainder of the day.
- While on jury duty, the employee will be granted time off with full pay (for the hours they were scheduled), provided NorthCare Network is reimbursed with the jury duty pay received from the court, excluding travel pay.
- Jury duty pay may be kept by the employee only if NorthCare Network does not pay employee wages for the time served on jury duty. The employee must notify the HR Specialist upon receiving jury duty payment to ensure proper processing of payroll.
- NorthCare Network vehicle use, and travel reimbursement are not available when responding to a jury duty summons.