

NORTHCARE NETWORK

POLICY TITLE: Jury Duty	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 3/17/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Manager	CEO APPROVAL DATE: 4/3/25 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

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, 3/17/25

REVISION DATE: 8/22/16, 6/23/17, 4/20/18, 2/15/19, 5/8/24, 3/17/25

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, 4/3/25

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 Manager.
- 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 Manager 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.