



# WESTERN MICHIGAN UNIVERSITY

## Human Resources

1300 Seibert Administration Building, Mail Stop 5217  
Phone (269) 387-3620 Fax (269) 387-3441

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## Court Required Service or Jury Duty Certification (AFSCME)

To apply for pay from the University in the event you must appear for Jury Duty or Court Required Service, follow these procedures. For further information, see the Agreement between AFSCME Local 1668/Council 25 and WMU, Section 8.5.

1. Confirm eligibility. You are eligible to be paid your normal straight-time hours at your regular rate of pay if you:
  - A. Are a regular employee; and
  - B. Have completed your probationary period; and
  - C. Are required to serve when you would have otherwise been scheduled to work at WMU\*; and
  - D. You are either:
    - 1) Called for jury duty; or
    - 2) Subpoenaed to appear as a witness in a *criminal* action to which neither you nor WMU is a party\*\*; or
    - 3) Subpoenaed to appear as a witness on behalf of WMU; and
  - E. You promptly return to work on your shift when released from jury duty or being a witness, unless you are not released in time to return at least two hours before the end of your shift.

\*If you do not lose time from your regularly scheduled work to perform jury duty/court required services as outlined above, please refer to Sections 8.5.1 and 8.5.2 for other provisions which may apply.

\*\*If you are subpoenaed as a witness in a civil action, you are not eligible for pay under these provisions. You may, however, be eligible to use accrued annual leave or approved no-pay status; please refer to Section 8.5 for more information.

2. Give your department a copy of your summons/subpoena as soon as possible.
3. Complete and sign the Employee's Statement of Court Required Service (below). Return the completed, signed form to your department and attach the form supplied by the court that confirms the date and time of your service.

This form is to be submitted before the end of the pay period during which the court service/ jury duty occurred. If the court service/ jury duty occurred on the last day of the pay period, submit the form on the following Monday.

### Instructions for department:

1. Confirm eligibility and that required documentation is attached.
2. Note jury duty/ court required service on departmental time records and report regular, straight-time hours to Payroll.
3. Retain this form and attachment with departmental time records.

### Employee's Statement of Court Required Service

I state that I (check one)		
<input type="checkbox"/> Served on jury duty.		
<input type="checkbox"/> Appeared under subpoena as a witness in a legal action to which neither I nor WMU was a party.		
<input type="checkbox"/> Appeared under subpoena as a witness on behalf of WMU.		
I performed this court service on _____ from _____ to _____		
(date) (starting time) (ending time)		
at _____ located in the County/City of _____		
(name of court) (name of county or city)		
<input type="checkbox"/> I have attached a statement from the court confirming the date and time of my service.		
Print Name	Signature	Date Signed
Department	Employee Number	