



# 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 (POA)

To apply for pay from the University in the event you must appear for Jury Duty, follow these procedures. For further information, see the Agreement between Police Officers Association and WMU, Article 25, Section 6.

1. Confirm eligibility. You are eligible to be paid your normal scheduled 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 summoned for jury duty; and
  - D. Are required to serve when you would have otherwise been scheduled to work at WMU; and
  - E. You promptly report to work when excused from jury duty, if you are excused during your regularly scheduled shift, OR if you are excused at time outside your regularly scheduled shift, you promptly report at the beginning of your next regularly scheduled shift.
2. Give your Chief Deputy a copy of your summons as soon as you receive it.
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.

Please note that 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 appropriate time to Payroll.
3. Retain this form and attachment with departmental time records.

### Employee's Statement of Court Required Service

I state that I served on jury duty.		
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	