



SUBJECT: 400 Human Resources

Policy: 406.6 Jury Duty and Service as a Witness

Effective:

Revised:

Reviewed:

Reference: 2-18-619, M.C.A.; MOM 3-0322; [MUS 708.1](#), [708.1.1](#); Collective Bargaining Agreements

An employee who is under a proper summons as a juror or subpoenaed to serve as a witness shall, in accordance with 2-18-619, Montana Code Annotated, collect all fees payable as a result of the service and forward the fees to the College's fiscal office. Juror fees will be applied against the amount due the employee. If an employee elects to charge juror time against earned annual leave, it is not necessary to remit juror fees. Employees are not required to remit any expense or mileage allowance paid by the court.

The Dean may request that the court excuse an employee from jury duty if he or she is needed for the proper operation of the College.