PURPOSE: To define the parameters for providing compensation to employees for time required to serve jury duty.

POLICY:

RWJBarnabas Health (RWJBH) strongly encourages employees to contribute to their community by serving on jury duty when called by local courts. To assist RWJBH employees to perform this duty, with no financial harm to them or their family, it is the policy to pay for such time taken off.

ELIGIBILITY:

1. All regular status employees who have completed their introductory period will be paid up to a maximum of thirty (30) working days per a thirty-six (36) month period commencing on the date first requested to report to jury duty.
2. Temporary employees are not eligible for jury duty pay.
3. Bargaining unit employees follow their respective collective bargaining agreement for process and pay.

PROCEDURE:

1. Employees must immediately provide, upon receipt, an authentic copy of the subpoena, to their department manager, the notice to report for jury duty, or the completed questionnaire to determine eligibility.
2. Employees who submit proof of jury duty services will be paid their normal hours pay for the day served.
3. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay in any given workweek.
4. Employees who normally work on the second or third work shifts and are absent from work as a result of serving as a juror on the same calendar day as the absence, will be compensated at regular rates including shift differential.
5. Employees who serve on jury duty and are excused any day, or part of any day, must return to work if there are (3) remaining hours in their normal work shift. Failure to report to work will result in loss of pay for that day.
6. Employees who serve on jury duty, other than normal scheduled workday, will not be compensated by RWJBH.
7. If a night shift employee is scheduled to work the night before and the night of the day of jury duty service, the employee can take time off on either of those scheduled night shifts.
DOCUMENTATION:

It is the responsibility of the employee to provide the appropriate documentation with regard to their jury duty service to their department supervisor. It is the supervisor’s responsibility to maintain documentation and to appropriately record the time into the RWJBH time and attendance system.

RWJBH STANDARDIZED ORIGINAL DATE: October 1, 2019
REVISED: 04.05.2021