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| <u>MANUAL:</u> Mission Health System: Human Resources | | <u>POLICY NUMBER:</u> 1HR.HR.0039 |
| <u>TITLE:</u> Jury Duty/Court Attendance | | <u>PAGE NUMBER:</u> Page 1 of 2 |
| <u>ORINATION DATE:</u> June 12, 2015 | <u>REIVEW DATE:</u> (content unchanged) N/A | <u>REVISION DATE:</u> Initial Policy |
| <u>CONTENT MANAGER:</u> Sheila M. Meadows - VP, Human Resources | | |
| <u>APPROVED BY:</u> Taylor Foss – Senior Vice President, Organizational Transformation Kathy Guyette, MSN, RN, NEA-BC – President, Member Hospitals | | |
| The above named individuals have reviewed this document and certified their approval of said document via an electronic approval system considered equivalent to an actual signature on paper. | | |

APPLIES TO:

All staff members of Mission Health System, Inc.

PURPOSE:

Mission Health System, Inc. recognizes jury duty and legally mandated court appearances as a civic responsibility. The purpose of this policy is to provide compensation to eligible staff members for assigned jury duty or approved court appearance in your official capacity as a Mission Health staff member.

POLICY:

Any staff member who is summoned to report for jury duty or who is subpoenaed for a court appearance in their official capacity as a Mission Health staff member, will be excused from employment for the days required to serve as a juror or for the time required for the court appearance. This System policy is applicable to Mission Health System, Inc., to include Angel Medical Center, Inc., Blue Ridge Regional Hospital, Inc., Community CarePartners, Inc., Highlands-Cashiers Hospital, Inc., Mission Health Partners, Inc., Mission Healthcare Foundations, Inc., Mission Hospital, Inc., Mission Medical Associates, Inc., The McDowell Hospital, Inc., and Transylvania Community Hospital, Inc. (“Mission Health”).

REGULATIONS AND DEFINITIONS:

- A. The department leader may request a copy of the jury duty notice or subpoena. In addition, the department leader may request proof of service upon the staff member’s return to work.

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- B. Only full-time and part-time staff members will be compensated by Mission Health for time spent on jury duty for up to two weeks. Thereafter, leave for jury duty will be without pay unless the staff member is exempt from the overtime provisions of the Fair Labor Standards Act or is paid on a fixed rate, fluctuating workweek basis. A staff member who is appearing in court in his or her official capacity as a Mission Health staff member will receive compensation under this policy for the duration of his or her required appearance.
- C. For non-exempt staff members, the compensation under this policy is equivalent to the staff member's current hourly base rate, excluding premium pay, for normally scheduled hours while on jury duty or approved court appearance. No staff member will be compensated under this policy for more than 40 hours of jury duty service or approved court appearance in any work week. Time served on jury duty or at an approved court appearance will not be considered "hours worked" for purposes of determining overtime compensation under the Fair Labor Standards Act. A non-exempt employee will be compensated for all hours actually worked in any workweek in addition to any compensation received under this policy.
- D. Staff members are allowed to keep jury duty compensation.
- E. Staff members required to appear in court for personal business or who are subpoenaed for court matters that are unrelated to their employment with Mission Health are not eligible for compensation under this policy. Staff members who are required to appear in court for personal business or who are subpoenaed for court matters that are unrelated to their official capacity as a Mission Health staff member must use PTO as such leave does not come within this policy.
- F. If on any day during jury duty or a required court appearance, the staff member is excused by the Court and it is possible to complete at least two hours of a scheduled workday, the staff member is required to report to work.