



Office of Human Resources

The Graduate School and University Center
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November 17, 2004

Memorandum

To: All Faculty and Staff Members

From: Patricia Matthews *PM*

Subject: **Procedures on Jury Duty**

State and local government employees are not entitled to receive per diem fees for New York State and Local Jury Duty Service. The current New York State Judiciary Law assures that CUNY employees receive either a day's pay or the jury duty per diem allowance, not both, for any given day of jury duty service. CUNY employees receive only a carfare reimbursement check from the state.

Employees who serve on jury duty while on paid vacation time (annual leave) or while on a paid leave of absence are not entitled to receive the jury duty pay. College Assistants serving as jurors in New York State Courts are now eligible to receive payments. They will receive \$40.00 per day for the first three days of jury duty, which coincides with their regular work schedule. If a College Assistant earns less than \$40.00 per day, they will receive their regular salary.

If you serve on jury duty for a partial day (morning or afternoon session), you must report to work for the remaining part of the day or you may request to charge the time against your annual leave.

You must reimburse the Graduate School if the State inadvertently issues you a check for per diem jury duty service.

If you receive a subpoena to serve on jury duty, notify Ms. Mamie Mark in the Office of Human Resources within a day of receiving the summons. Also, bring a photocopy of the summons to the Office of Human Resources to be placed on file. Inform her of the date that you are to report to jury duty. She will give you a form to present to the appropriate court clerk. Please be aware that you must respond in the affirmative when asked by the appropriate court personnel, are you a "State or Local employee?"

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After your service is completed, you must present a photocopy of the completed jury duty certificate to your immediate supervisor and Ms. Mark. In addition, you must present a photocopy of the actual carfare reimbursement check that you eventually receive from the state or a signed statement indicating that you have received only carfare reimbursement to Ms. Mark.

State and local government employees are entitled to receive per diem fees for **Federal and Out-of-State jury duty services, and must then turn over the check to the college. The Graduate School & University Center will reimburse you for your carfare.**

If you are a teaching faculty member and are called to serve on summer jury duty, please contact Ms. Mark or myself for a special form to be submitted to the jury duty clerk. You are entitled to receive per diem fee during the summer months when you are not working unless you are teaching summer school for additional compensation.

If you are involved in an important project at work with a set time limit, or if your presence is otherwise essential for the time you have been asked to serve, the Office of Human Resources will supply you with a letter which may help to have your jury duty postponed to a later, more convenient time.