

CMP 305 – JURY DUTY FEE REMITTANCE

REASON FOR THIS POLICY

To provide clear standards for university employee's remittance of jury duty service payments, non-travel only.

ENTITIES AFFECTED BY THIS POLICY

- All units and departments with faculty and/or staff who may be called for jury duty
- NAU Human Resources
- Student and Departmental Account Services

WHO SHOULD KNOW THIS POLICY

- Employees who are called for jury duty service or as a material witness in a court case
- Supervisors of individuals who are called and/or serve on jury duty or as a material witness in a court case

POLICY

A. Applicability

1. Any employee called upon for service as a jury member or as a material witness, unless related to the employee's business or personal matters, must be granted leave sufficient to provide the subject service.
2. Any employee who receives a fee as a juror, in accordance with A.R.S. 12-303, shall either remit such fee to the institution or have an equal amount deducted from their pay.
3. Travel expenses that the court reimburses may be retained by the employee - [NAU Personnel Policy 4.08](#).

B. General Requirements

1. Employees who received payment for jury duty service, while on jury duty leave from the University, shall remit the payment for deposit at [Student and Departmental Account Services \(SDAS\)](#) cashier window – Gammage, building 1.
2. Employees should not remit any travel related reimbursements they received for jury service.

Jury Duty	Amount to be Remitted to NAU
Flagstaff Municipal Court	\$12/day
AZ Superior Court	\$12/day
Federal Court	\$50/day

3. Jury duty payments will be deposited to the following PeopleSoft Financials account:

Dept: 1700100
Fund: 1500
Program: W001
Account: 555500

RESPONSIBILITIES

Employee: to report call for jury duty and/or jury duty selection to their immediate supervisor, reporting hours away from work to Human Resources-Payroll, and remitting jury duty payment to NAU - non-travel portion only.

Department Supervisors: ensure that employees accurately and timely report jury duty service and submit jury duty payments to NAU.

Student and Departmental Account Services: collecting and processing jury duty payments.

PROCEDURES

None.

RELATED INFORMATION

Forms or Tools

[A.R.S. 12-303 – Arizona Revised Statute](#)

Cross-References

[Comptroller's Office](#)

[NAU Human Resources](#)

[Student and Departmental Account Services](#)

Sources

[NAU Policy Library – Human Resource Personnel Policy 4.08](#)