THE CITY UNIVERSITY OF NEW YORK

INTERPRETIVE AGREEMENT NO.: 2-98    DATE: 7-29-98

PERSONNEL POLICY BULLETIN:

REGULATION REFERENCE NO.: 6.2.3.

INDEX REFERENCE:    Jury Duty Service
                     College Assistants

Issue:
The attached letter prepared by Eric Washington, Director of Classified Staff Labor Relations and the attachments from both the NYC Office of Payroll Administration and the Office of the State Comptroller codify the compensation guidelines to be followed when determining payment requirements for college assistants who provide jury duty service.

The City University of New York

Office of the Vice Chancellor for Faculty and Staff Relations
355 East 80 Street, New York, N.Y. 10021
(212) 794-5518

May 5, 1998

MEMORANDUM

TO:    College Personnel Directors
FROM:  Eric Washington
RE:    College Assistants and Jury Duty Service

This memorandum is an update in the compensation of jury duty service by College Assistants. Attached is a statement from the Office of the State Comptroller on this matter.

College Assistants serving on juries in New York State in New York State Courts are eligible to be paid the juror fee for the first three days by their college, if they are scheduled to work and to earn more than the fee. If they are not scheduled, they are not to be paid. The current jurors' fee is $40.00 a day. If an employee would earn less than $40.00 per day, they are to be paid their expected salary. This memorandum will go into effect February 15, 1998.

If you have any questions please contact me at 212-794-5518.

cc: Vice Chancellor Brenda R. Malone
    Mr. Samuel T. Phillips
    College Payroll Directors
OFFICE OF PAYROLL ADMINISTRATION
Two Lafayette Street, Room 1SC, New York, New York 10007

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CITYWIDE PAYROLL SYSTEMS MAINTENANCE
UNA V. SOBER
Director

TO: All Concerned Agencies
FROM: Annette Soper
DATE: April 21, 1998
SUBJECT: Increase in Jury Duty Payments for Part Time Employees Eff. 2/15/98
User Bulletin 98-07

Effective 2/15/98, New York State has increased the payment for jury duty for part time employees to $40.00 for the first 3 days of service. This covers jury duty service only. No payment is required for attending court as a witness or victim.

PAYROLL BULLETIN

Subject: Payment for Time Spent on Jury Duty by Employees NOT Eligible for Leave With Pay Under the Attendance Rules

This bulletin provides instructions for payment for time spent on Jury Duty pursuant to the State Judiciary Law, Section 519.

Effective February 15, 1998, New York State employees ineligible for paid leave for time spent on Jury Duty must receive pay at $40.00 per day. For the first three days of Jury Duty, which coincide with the employer's regular work schedule, if the employee's daily rate is less than the $40.00, he or she shall receive the amount of his or her daily wage for the first three days.

EXAMPLES:

A. An hourly employee who earns $10.50 an hour and whose regular work schedule for the first three days that coincide with time on Jury Duty would have been 4 hours per day, would receive $40.00 for each day since the regular days pay of $42.00 would exceed the allowable amount. This employee would be paid a total of $120.00 (3 days x $40.00).

B. An hourly employee who earns $5.00 an hour and whose regular work schedule for the first three days that coincide with time on Jury Duty would have been 4 hours per day, would receive $20.00 for each day, since the regular days pay of $20.00 is less than $40.00. This employee would be paid a total of $60.00 (3 days x $20.00).

PAYMENT INSTRUCTIONS

The transaction code for these payments is ADJ S & B. An explanation of the Jury Duty dates, daily rate, and normal hours of work should be entered in the Remarks section of the PR-79.

Questions concerning the processing of PR-79s should be directed to the Payroll Audit Section at (212) 474-2368 or 474-3446.