

## JURY DUTY BENEFIT:

- All employers in the state of Nebraska are required to give employee's time off with out pay when called to jury duty.
- Employers are required to return employees to their same position or a like position at their same pay with any pay increases they would have received had they not served.
- NWU pays the employees full salary and benefits while they serve on jury duty and allows the employee to keep the stipend paid by the court.
- The employee is obligated to return to work when not serving during a work day.
- Nebraska Wesleyan University does not excuse employees from serving on jury duty due to work assignments.
- If you receive a jury duty notice, immediately make two copies of the notice giving one to your supervisor and sending the other to the Human Resource Office.
- Hourly employees have their jury duty recorded on their timesheet as well.
- Work with your supervisor during your time of service so adjustments can be made for your absences.
- Any questions about jury duty are directed to the Human Resource Office.

## ELECTION DUTY

- Employers are required to give the employee the day off without pay for both the training day and the Election Day.
- Employers are required to return employees to their same position or a like position at their same pay with any pay increases they would have received had they not served.
- Nebraska Wesleyan University pays the employees full salary and benefits while they serve as an election day volunteer and lets the employee keep what ever payment they receive from the election commission.
- An employee is required to let their supervisor and the Human Resource Office know in advance of any Election Day service by fill out the appropriate absence form.
- Hourly employees have their election service recorded on their timesheet as well.
- Any questions about election duty are directed to the Human Resource Office.