



**RESOLUTION TO RESCIND  
CIVIC LEAVE WITH PAY, EXCLUDED PROFESSIONAL/  
ADMINISTRATIVE AND EXCLUDED CLASSIFIED STAFF POLICY, 3356-7-11**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis;  
and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby rescind University Policy stated above and attached hereto.

**Board of Trustees Meeting  
June 24, 2025  
YR 2025-72**

**TO BE RESCINDED**

**3356-7-11      Civic leave with pay, excluded professional/administrative and  
excluded classified staff.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Human Resources  
Revision History: October 1998; March 1999; March 2013;  
September 2018; March 2023, June 2025  
Board Committee: University Affairs  
**Effective Date: June 24, 2025**  
Next Review: 2028

---

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
  - (1) As provided in rule 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:
    - (a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;
    - (b) Summoned for jury duty by any court of competent jurisdiction; or
    - (c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

- (2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
  - (3) Employees who are appellants in any action before the state personnel board of review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.
- (C) Procedures.
  - (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
  - (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
  - (3) Employees covered by collective bargaining should refer to their respective agreement.