

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION

BOARD POLICY NO. 511

SUBJECT: JURY DUTY

I. OBJECTIVE

To outline the responsibility and entitlement of employees of Grayson Rural Electric Cooperative Corporation required to be absent from work due to jury duty or when summoned for the purpose of acting as a witness in a municipal, county, federal or state court trial, petit or grand jury proceeding.

II. POLICY

An employee who is required to serve on a municipal, county, state or federal petit or grand jury, or who is subpoenaed as a witness in a case to testify as to facts observed by him/her, shall be paid for such service at his/her base hourly rate for time lost from his/her standard workday by reason of such service, subject to the following provisions:

- A. Employees must notify their Department Heads in writing within twenty-four (24) hours after receipt of notice of selection for jury duty or after having been subpoenaed as a witness.
- B. Non-bargaining unit employees called for jury duty or subpoenaed as a witness and who are temporarily excused from attendance at court must report back to work unless the remaining time is less than one hour of one work day. Bargaining unit employees called for jury duty or subpoenaed as a witness and who are temporarily excused from attendance at court must report back to work unless the remaining time is less than four (4) hours of one work day. If an employee is called to court outside Carter County, travel time back to the Cooperative will be considered when determining how much time remains in the work day. Bargaining unit employees will abide by the provisions in the Contract between Grayson & IBEW Local No. 317, Article VII, Section 12.
- C. The employee must provide a Jury duty form completed for each week of called duty. These forms are attached to the employee's time sheet for that week. The employee must also furnish documentation of the amount of pay received.
- D. Any compensation received by an employee from the court for jury duty must be turned over to the Cooperative except that received for mileage when driving his/her personal vehicle (at the current approved rate by the Board of Directors. Mileage will be that in excess of travel to and from the work destination.

III. APPLICATION

This policy applies to all employees, including management. Any provision of this policy that is more restrictive than those set out in the IBEW Working Agreement shall not apply to the bargaining unit employees.

IV. RESPONSIBILITY

- A. It shall be the responsibility of each Department Head to see that the employees in his/her department adhere to these rules.
- B. It shall be the responsibility of the President & CEO to see that this policy is enforced.


Roger L. Trent, Chairman


Bill B. (Eddie) Martin, Secretary/Treasurer

Date Adopted: 02/21/86
Date Revised: 05/25/90
Minute book Page: 1963 – 1964
Date Revised: 12/22/93
Minute Book Page: 2354 – 2355
Date Revised: 06/28/96
Minute Book Page: 2723 - 2724
Date Revised: 01/24/97
Minute Book Page: 2858 - 2859
Date Revised: 03/27/98
Minute Book Page: 2993 – 2994
Date Reviewed: 02/26/04
Minute Book Page: 3585-3586
Date Revised: 04/19/10
Minute Book Page: 4313
Date Revised: 07/22/11
Minute Book Page: 4446