



POLICY:

Chatham Area Transit Authority considers jury duty to be an important civic responsibility. Accordingly, the Authority protects its employees' right to serve as a juror, and will not prohibit, threaten or coerce any employee who is summoned for duty, in compliance with federal and state regulations.

PROCEDURE:

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his/her supervisor and provide copies of the jury summons to his/her payroll department.

An employee summoned for jury duty will be excused to serve, and for up to ten (10) work days shall be paid at their regular base salary for such service, in exchange for the jury payment issued. For an employee serving on a jury in which the trial extends beyond ten (10) paid work days, his/her absence will not be paid but will be excused until the trial is completed.

Employees not required to be in court or released from jury duty during the course of the day are expected to resume their regular duties as soon as released.

Upon returning to work from jury duty, employees must present documentation of those days served on jury duty to their immediate supervisor.

APPLIES TO:

All employees of Chatham Area Transit Authority.