



Regional Transit Authority

Jury Duty

(HC30)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) encourages employees to perform their civic duty, and allows them to do so without loss of benefits or employment. It will provide jury duty pay for the full duration of a trial on which the employee serves.

PURPOSE

This policy provides guidelines in the event an employee is summoned for jury duty service.

APPLICATION

This policy applies to all RTA employees. If this policy conflicts with a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 PROCEDURES

1.1 Receiving a Jury Summons

Employees should submit a copy of a jury summons to their supervisor upon receipt. The employee's supervisor is to put the copy in the employee's departmental file, or send it to Human Capital to be placed in the employee's personnel records file. RTA is not responsible for any fines imposed by the court for an employee's failure to respond to a jury summons.

1.2 Work Schedule

Employees, regardless of shift or workweek schedule, must coordinate with their supervisor to ensure their responsibilities will be covered during their absence. Those working alternate workweek schedules are encouraged to adjust their schedule to a standard eight-hour day for the duration of their jury duty service.

1.3 Postponement of Jury Duty

To keep their supervisor informed, it is requested that an employee notify their supervisor when postponing jury duty. For business necessities, RTA may request that an employee postpone jury service.

1.4 Jury Duty Service

Upon arrival for the first day of jury service, employees must inform the court that RTA provides jury duty pay to its employees for the full duration of a trial on which they serve. Employees on jury duty are expected to report to work on days when they are not required in court; and report to work for the part of their work day during which they are not required in court. Employees must immediately notify their supervisor if the trial is extended.

1.5 Pay and Benefits While on Jury Duty

Only at-will employees who have passed their initial probation and are on the active payroll are eligible for RTA-provided, jury duty reimbursement.

An employee does not lose benefits while on jury duty. Those summoned to jury duty service will receive regular straight time compensation for any regularly scheduled work hours, in the actual performance of jury services, for the duration of one trial within a 12-month period; and are eligible to be paid for one summons in any 12-month period. In the event additional summon notices within the 12-month period are received; the employee shall notify their manager/supervisor for consideration. Jury service does not count as time worked when computing overtime. Employees are subject to discipline for falsifying jury service when submitting their time sheet.

RTA employees are not eligible to receive the court's juror fee.



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1.6 Post-Service Requirements

At the conclusion of jury service, employees must submit a copy of the Proof of Jury Service Certificate to their supervisor who will review it to ensure the jury service is accurately recorded on the employee's timesheet, and place in the employee's departmental personnel file.

2.0 DEFINITION OF TERMS

Jury Summons – A court order requiring a person to attend court at a time and place for potential jury selection.

Proof of Jury Service Certificate – Documentation provided by the Courts noting the days an individual served on jury duty. This Certificate is typically provided to employees at the end of the last day of jury service.

Workday – Constitutes eight (8) hours per day.

3.0 RESPONSIBILITIES

Employees must submit copies of the summons and Proof of Jury Service Certificate to their supervisor; inform the court of RTA's maximum allowable compensable days; and report to work while on jury duty whenever reasonably possible.

Supervisors must put a copy of the employee's jury summons in the employee's departmental file, or send it to Human Capital; review the Jury Service Certificate to ensure jury service is accurately recorded on the employee's timesheet; and place a copy in the employee's departmental personnel file.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Attendance and Work Schedule (HC1)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

