



JURY DUTY/WITNESS PAY AUTHORIZATION FORM

Absence Information (Please Print)

Printed Name: _____ Pay #: _____

***Attach a copy of the court letter to you, specifying the dates attended and amount received per day as proof of attendance.**

| Day | Date |
|-----|------|
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***Only specify scheduled days.**

Support/Manager Approval

I agree that the dates attended, as reflected above, were scheduled days and that the appropriate court letter is attached.

Support Manager Signature _____ Date _____

Payroll Department

| | | |
|---------------------|--------------------------------------------------------------|-----------------------------------------------------|
| Add-on Earnings: | <input data-bbox="404 1568 628 1604" type="text" value="+"/> | (Hourly add-on vacation rate x # of hours attended) |
| Court Pay Received: | <input data-bbox="404 1604 628 1640" type="text" value="-"/> | (rate p/day x # of days attended) |
| Expences Incurred | <input data-bbox="404 1640 628 1675" type="text" value="+"/> | (\$5 p/day attended) |
| Total Adjustment: | <input data-bbox="404 1675 628 1713" type="text" value="="/> | |

Payroll Signature _____ Date _____

**I/N TEK AND I/N KOTE
JOINT ADVISORY COMMITTEE POLICY AND PROCEDURE**

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|--------------------------------------------|----------------|-----------------------|---------------------|
| Policy No.: | TK01-08 | Date: 05/21/08 | Page: 1 of 2 |
| Title: Jury and Witness Duty Policy | | | |

Introduction

The purpose of this policy is to allow team members to meet their civic obligations to serve as jurors when called or witnesses when subpoenaed.

Policy

A team member who is called for jury service or subpoenaed as a witness shall be excused from work for the days on which he/she serves. Service, as used in this policy, includes required reporting for jury or witness duty when summoned, whether or not the team member is used.

Eligibility

To meet all stipulations required for jury or witness duty pay the team member must:

1. Be an active, full-time, permanent employee of the companies

Jury or witness duty pay will consist of:

1. Eight (8) hours of pay (calculated at the team member's vacation rate of pay) for each day of service on which he/she otherwise would have worked, minus jury duty pay received.
2. Five dollars (\$5) per day, for each day of jury duty served, to cover expenses incurred by the team member.
3. Bargaining unit team members are guaranteed up to 40 base paid hours in a week. The combination of regular hours worked and absent hours due to jury or witness duty at a rate of eight (8) hours per day accumulates the 40 base hours. Bargaining unit team members are not paid for absent hours greater than 40 base hours in a week unless requested by management to work additional hours beyond the regular scheduled hours for that week.
4. A team member will not receive jury or witness duty pay when it duplicates pay received for time not worked for any other reason. All hours paid for jury or witness duty will not count as hours worked for the purposes of determining overtime pay.

Team Member Responsibilities

The team member must:

1. Notify the Company upon receipt of notification of jury or witness duty and provide a copy of the notice.
2. Notify the Company of further absence if jury or witness duty is extended beyond the period specified in the initial notification.
3. Present proof that he/she did serve, report for service or was subpoenaed and reported as a witness and amount of pay, if any received therefore.

Benefits

1. There shall be no interruption of benefits during any period of jury or witness duty service.

Return to Work

1. Upon completion of jury or witness duty, the team member must return to work on his/her next scheduled work day.

Management Resource/Manager Responsibilities

1. Upon receipt of notification of jury or witness duty from the team member, the management resource or manager will complete the Jury Duty pay form documenting the days and hours the team member was scheduled to work had he/she not had jury or witness duty.
2. The resource will turn in the completed form to the payroll department.

APPROVALS:

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