

**BACHMAN MACHINE COMPANY CORPORATE POLICY**

Effective Date: 01-01-2000   Supersedes Policy No. \_\_\_\_\_ Date: \_\_\_\_\_

SUBJECT:                            JURY DUTY

Objective:   The objective of this policy is to provide a consistent guide for both the employee and the company and to establish a reasonable plan whereby the employee suffers no loss in pay for fulfilling the civic responsibility while serving on jury duty.

Scope:   This policy applies to all locations of the Bachman Machine Company and its subsidiary operations.

Policy Statement: Periodically, it will become the civic obligation of an employee to serve his/her community by performing jury duty service. When this happens, it shall be the policy of Bachman Machine Company to pay for any lost wages provided the following criteria are met:

Payment of Wages: If an employee of at least 30 days of service is called for jury service, Bachman Machine Company will pay 8 hours pay at regular straight time, up to a maximum of 5 days per year.

Eligibility for Pay: To be eligible for payment of jury duty wages under this policy, the following criteria must also be met:

1. Notification: An employee must notify and provide their supervisor with a copy of the Jury Duty Summons as soon as they are called/notified of their jury duty service requirement.
2. Completion of Jury Service: Once completed with jury service, the employee is required to provide their supervisor the court clerk's "Certification of Appearance for Jury Service" showing the days that the employee served on or at jury service. This

certificate is often for a period of one (1) to three (3) days in length and is given to each jury service member on the last day of his or her service. If lost, a certification copy can be obtained from the Commissioner of Jury Service's office at the City hall.

Effect: The effect of this policy shall be to:

- Designate the maximum time of paid coverage and the repayment process to compensate the employee who is called on to perform jury service.
- Provide the Company and its supervisors with the proper notice to secure the necessary work coverage for the employee whose jury service absence may adversely affect the departments productivity.