
IBEW SCU-8 Jury Duty and Court Appearances Policy

Purpose

Duke Energy is committed to providing safe, reliable, competitively priced electricity and outstanding customer service. To achieve these commitments employees must be available and productive in the workplace. There are situations where absences from the workplace are appropriate and support the need to effectively balance work and personal life.

This policy provides guidance on managing attendance and absences when an employee needs to be away from work due to jury duty or court appearances.

Eligibility

All regular full-time, fixed term and part-time non-unionized employees are eligible for time off for jury duty and court appearances under this policy.

Employee's Responsibilities

Every employee is expected to manage the time he/she must take off from work to avoid adversely impacting the company's ability to meet customer and business needs. Employees should restrict absences to situations that are unavoidable.

An employee is expected to notify his/her supervisor about a known upcoming absence to allow the supervisor to change schedules or other business plans as needed.

When an employee must be absent or late due to jury duty or a court appearance he/she must notify his/her supervisor as soon as possible. If the employee is unable to notify supervision personally, he/she is expected to make arrangements for someone to contact his/her supervisor as promptly as possible. (Note: If the supervisor is not available, the employee should contact another level of supervision or other prearranged designee.)

Supervisor's Responsibilities

Supervisors are responsible for managing employees in a way that ensures that the Company meets customer and business needs. In addition to monitoring employee attendance, supervisors should:

- Ensure that each employee understands the Company's provisions for pay during a jury duty or court appearance absence, the proper use of these provisions, and the responsibility for giving notice and securing approval if an absence is necessary.
- Take appropriate action promptly with employees who do not meet expectations.
- Maintain the necessary attendance records and documentation as required by law.

Jury Duty Absences

All regular full-time, fixed term and part-time employees will be paid at their straight-time rate for all regularly scheduled hours they are away from work serving on jury duty. This provision applies to all regularly scheduled hours including 8-, 10-, and 12-hour shifts. All regularly scheduled hours missed should be charged to the paid time off description for *Jury Duty* in the time reporting system.

Employees will not be paid for serving on jury duty on their scheduled off days. Under all circumstances, employees are not eligible to receive more than their regular salary from the Company for time served on jury duty.

IBEW SCU-8 Jury Duty and Court Appearances Policy

Employees will be paid for Company holidays that occur when they are serving on jury duty. The holidays will not be rescheduled. In this situation, employees will receive pay for the holiday, and not any additional pay for jury duty.

When the court dismisses the employee from jury duty for the day (but has set a time for the employee to report back for jury duty on the following day) or releases the employee from his/her obligation to the jury term during his/her regularly scheduled work hours, the employee is expected to report to work for the remainder of his/her scheduled hours unless otherwise directed by supervision. If an employee who works the day shift has a question about reporting to work because it is late in his/her scheduled workday, he/she should call his/her supervisor or prearranged designee.

When a Florida Bargaining Unit employee is serving on jury duty during an off day and is scheduled to work evening or night shift, the employee shall be excused from duty for that day and paid at the regular rate of pay.

If an employee has been released from jury duty and the supervisor directs the employee not to report to work for their scheduled evening/night shift, the employee is eligible for straight time pay for any work time missed, which should be charged to the paid time off description of *Excused Absence from Work Area* in the time reporting system.

If an employee is notified that he/she is scheduled to serve on jury duty during a time that he/she has scheduled vacation, the employee will be allowed to reschedule that vacation.

Court Appearance Absences

Time off will be considered excused absence with pay:

- when an employee is subpoenaed by the Company or requested by the Company to appear in a legal proceeding;
- when an employee is ordered by a court to appear in court on behalf of a third party; or
- when an employee goes to court to seek a restraining order against a third party due to domestic violence or abuse.

Such paid time off should be charged to the paid time off description of *Court Appearance* in the time reporting system.

Time off will be considered excused absence without pay for non-union, non-exempt employees:

- when an employee is subpoenaed or ordered by a court to appear in court on their own behalf;
- for any court appearances or other absences due to legal proceedings (e.g., depositions) not required by subpoena or court;
- to comply with a court order regarding a juvenile.

For the above circumstances involving time off without pay, employees may elect to use vacation or to make up the time missed within the same work week (without resulting in additional overtime and with his/her supervisor's approval).