

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 644

1. SUBJECT: JURY DUTY

2. OBJECTIVE:

2.1. To define the administrative procedures for Beartooth Electric Cooperative, Inc. (BEC) employees to serve Jury Duty.

3. POLICY:

3.1. BEC employees shall be encouraged to serve as a juror in any Court of record in the state in which they reside or the Federal Court. Employees serving as a juror will be paid their regular wages. Juror fees paid the employee by the County, State or the Federal Court shall be signed over to BEC.

3.2. Employees called for jury duty shall be encouraged to return to their respective positions with BEC when only part of a day is spent in court.

4. RESPONSIBILITY:

4.1. Supervisors shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013  
Revised: 06/30/2015  
Reference: BEC VI-A-41  
Review Date: June 2017

Attest:           /s/ Richard Nolan            
Secretary/Treasurer

Attest:           /s/ Roxie Melton            
Board President