

COUNTY OF WASHINGTON Pennsylvania	Jury Duty	PAGE: 1 of 2
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POLICY

It shall be the policy of Washington County to excuse employees from their regularly scheduled work day to fulfill their jury duty responsibility.

SCOPE

This policy applies to all full time employees who are summoned to serve on a jury in federal or state court.

PROCEDURE

1. The employee will notify his/her supervisor immediately upon receipt of jury summons so that arrangements may be made for his/her absence. A copy of the summons will be presented to the supervisor.
2. When the jury is not in session, the employee will be expected to report for work as time and circumstances permit.
3. Employees will receive their regular salary while on jury duty leave; however, compensation received by the employee for such jury service will be deducted from the employee's paycheck.

Interpretation and Administration

The Human Resources Department is responsible for the overall implementation and administration of this policy under the guidance of the County Solicitor.

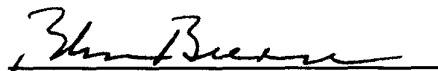
The Board of Commissioners is responsible for the ultimate authorization and control of this policy and will implement this policy following adoption.

ADOPTED this 7th day of June, 2007, per minute 816.

COUNTY OF WASHINGTON



Larry Maggi, Commissioner



Bracken Burns, Commissioner

Co-Chairmen



Diana L. Irey, Commissioner

ATTEST:

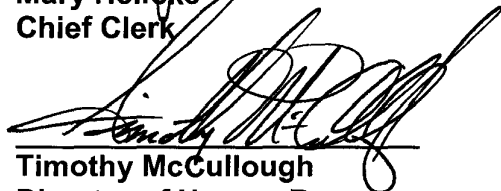
Approved as to Form
and Legality:



Mary Helicke
Chief Clerk



Lynn DeHaven
Solicitor



Timothy McCullough
Director of Human Resources

per minute # 816
dated 6-7-07