



## **Jury Duty**

**(HR30)**

### **POLICY STATEMENT**

The New Orleans Regional Transit Authority (RTA) encourages employees to perform their civic duty to serve as members of juries and allows them to do so without loss of pay, benefits or employment.

### **PURPOSE**

This policy provides guidelines if an employee is summoned for jury duty service.

### **APPLICATION**

This policy applies to all RTA employees. If this policy conflicts with a Collective Bargaining Agreement (CBA), the CBA will prevail.

### **ADOPTED BY:**

The RTA Board of Commissioners on 02/12/2026, Resolution XX-XXX

### **APPROVED BY:**

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Lona E. Hankins  
Chief Executive Officer

Effective Date: 2/23/2021  
Date of Last Review: 2/12/2026



*Regional Transit Authority*

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## **1.0 PROCEDURES**

### **1.1 Receiving a Jury Summons**

Employees should submit a copy of a jury summons to their supervisor upon receipt. The employee's supervisor is to send the summons to Payroll to be placed in the employee personnel file.

### **1.2 Work Schedule**

Employees, regardless of shift or workweek schedule, must coordinate with their supervisor to ensure their responsibilities will be covered during their absence.

### **1.3 Postponement of Jury Duty**

For operational efficiencies, RTA may request that an employee postpone jury service. If an employee elects to postpone jury duty on their own, RTA will not provide a work excuse for postponement.

### **1.4 Jury Duty Service**

Employees on jury duty are expected to report to work on days when they are not required in court. Employees must immediately notify their supervisor if the trial is extended.

### **1.5 Pay and Benefits While on Jury Duty**

Those summoned to jury duty service will receive regular straight time compensation coded as jury duty pay for any regularly scheduled work hours, in the actual performance of jury services. Jury service does not count as time worked when computing overtime. Employees are subject to discipline up to and including termination for falsifying jury service documentation.

### **1.6 Post-Service Requirements**

At the conclusion of jury service, employees must submit a copy of the Proof of Jury Service Certificate to their supervisor, who will review it to ensure the jury service is accurately recorded on the employee's timesheet, and forward to Payroll for additional review and/or entry.

## **2.0 DEFINITION OF TERMS**

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**Jury Summons** – A court order requiring a person to attend court at a time and place for potential jury selection.

**Proof of Jury Service Certificate** – Documentation provided by the Courts noting the days an individual served on jury duty. This Certificate is typically provided to employees at the end of the last day of jury service.

### **3.0 RESPONSIBILITIES**

**Employees** must submit copies of the summons and Proof of Jury Service Certificate to their supervisor and report to work while on jury duty whenever reasonably possible.

**Supervisors** must forward the jury summons to Payroll to ensure jury service is accurately recorded on the employee's timesheet; a copy will be placed in the employee's file.

### **4.0 FLOWCHART**

N/A

### **5.0 REFERENCES**

- Attendance and Work Schedule (HR1)
- HR6 RTA Employee Personnel File Policy

### **6.0 ATTACHMENTS**

N/A

### **7.0 PROCEDURE HISTORY**

12/15/2020 Interim Board approval granted  
12/11/2020 Interim Executive Committee approval granted  
2/4/2021 Final Executive Committee approval granted  
2/23/2021 Final Board approval granted  
2/12/26 Operations Committee Meeting  
2/24/26 Board Meeting

### **8.0 SPONSOR DEPARTMENT**

Human Resources