

Purpose

Paid time off will be provided so that Rockdale County employees can attend to their civic duties.

Jury Duty, Subpoenaed or Being a State Witness

An employee shall be given time off with pay for jury duty or when subpoenaed to appear before any public body or commission on behalf of Rockdale County or as a state witness. Employees are allowed to keep any pay received for jury duty service in conjunction with their paid time off to serve on jury duty.

If an employee is released at least two and one half (2½) hours prior to the end of his/her assigned work period, he/she is expected to return to work. Off-duty employees subpoenaed to appear for County government related issues shall, for all of the time he or she is required in court, receive court appearance pay or minimum wage for hours served, whichever is greater.

Time off to Vote

On days when elections for public office ("elections for public office" includes elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled throughout the state, county, city or town in which the employee works, schedules will be changed as needed to ensure that work either starts at least two hours after the polls open or ends at least two hours before polls close.

Employees living in other localities will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will find out when the polls are open and adjust employee's schedules as needed to ensure that employees will have the opportunity to vote.

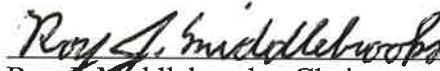
No employee will be penalized or retaliated against for requesting time off to vote or for choosing not to vote.

Policy Change

The county reserves the right to delete, modify, amend or terminate this policy at any time with or without prior notice.

Approved this 26th day of June, 2007

Rockdale County Board of Commissioners



Roy J. Middlebrooks, Chairman

ATTEST:



Jennifer Rutledge, County Clerk